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ABSTRACT

This instructor's guide is designed to be used as a reference and as an aid in implementing the companion volume, a competency based curriculum guide to train legal secretaries (legal stenographers, court reporters, or law reporters). Introductory sections describe briefly the methods of identification and validation of job titles and competencies on which the curriculum is based and outline the functions of the developmental committee. An outline of program organization (a list of seventy-nine competencies divided into eight modules, references for the five basic texts, and a fifty-one item equipment list are presented). Major contents consist of an instructor's sheet for each competency: each includes a summary of the equipment needed, a list of instructor responsibilities, and a summary and/or answers to the student criterion evaluation. The eight modules that the competencies are divided into are as follow: (1) occupational information, (2) receptionist duties, (3) clerical duties, (4) bookkeeping duties, (5) filing duties, (6) dictation and typing duties, (7) court documents, and (8) client documents. (LRA)

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Teacher's Guide

LEGAL SECRETARY

Competency Based Education Curriculum

Prepared by

Diana Long
RCA Education Service

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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PREFACE

It is with the greatest pleasure that we bring you another West Virginia competency-based education (CBE) curriculum. This Legal Secretary curriculum was developed for West Virginia by RCA Education Service. The effort was coordinated by staff of the Bureau of Vocational, Technical and Adult Education.

The Bureau began advocating CBE curriculum in 1974. Since that time West Virginia has produced over 20 CBE curricula in various occupational areas. We also have a number of CBE curricula currently in the process of being developed and/or field-tested.

This Legal Secretary curriculum was disseminated to West Virginia business and office teachers at the Annual Vocational Education Conference in August of 1979 at West Virginia University. Additional copies of this curriculum are available from:

Vocational Curriculum Laboratory
Cedar Lakes Conference Center
Ripley, West Virginia 25271

I trust this material will help your program. Any suggestions you may have for improving this curriculum may be sent to our state Curriculum Lab. Through this feedback we plan to continually update our materials.

VOCATIONAL, TECHNICAL AND ADULT EDUCATION

Clarence E. Burdette

Clarence E. Burdette
Assistant State Superintendent of Schools

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Special acknowledgements go to Ms. Una Malone and Ms. Billie Williams.

GRADE CARDS

LEGAL SECRETARY

	1st Nine Weeks	2nd Nine Weeks	3rd Nine Weeks	4th Nine Weeks
Module 01 Occupational Knowledge				
Competency Statements				
01 Describe working conditions common to legal secretaries				
02 Describe educational and/or technical requirements for legal secretaries				
03 Describe the job market over the next 5 - 10 years for legal secretaries				
04 Describe the average salary and benefits earned by legal secretaries				
Module 02 Receptionist Duties				
Competency Statements				
01 Greet clients or visitors				
02 Make introductions				
03 Place general outgoing calls				
04 Receive telephone calls				
05 Make long distance telephone calls				
06 Keep records of long distance telephone calls				
07 Contact informational sources				
08 Become and act as a notary public				
Module 03 Clerical Duties				
Competency Statements				
01 Make arrangements for employer's trips				
02 Process incoming mail				
03 Forward mail				
04 Prepare envelopes for outgoing mail				
05 Prepare enclosures for mailing				
06 Handle specialized mail				
07 Mark exhibits for court				
08 Add supplements to law library				
Module 04 Bookkeeping Duties				
Competency Statements				
01 Inspect checks for accuracy				
02 Maintain the checkbook				
03 Inspect invoices for accuracy				
04 Prepare and post petty cash vouchers				
05 Initiate and maintain client account sheets				
06 Prepare client statements				

	1st Nine Weeks	2nd Nine Weeks	3rd Nine Weeks	4th Nine Weeks
Module 04 Bookkeeping Duties				
Competency Statements				
07 Prepare tax withholding forms				
08 Prepare office payroll				
Module 05 Filing Duties				
Competency Statements				
01 Establish a desk directory				
02 Establish a file of legal forms				
03 Establish and keep alphabetical system of filing				
04 Establish and maintain numerical system of filing				
05 Obtain material or information from files				
06 Find and refile material lost in files				
07 Transfer and discard files				
Module 06 Dictation and Typing Duties				
Competency Statements				
01 Take dictation at the typewriter				
02 Take dictation of and transcribe telephone calls				
03 Operate a dictating machine				
04 Type letters				
05 Type memoranda				
06 Type reports				
07 Type tax reports				
08 Operate a magnetic keyboard				
Module 07 Court Documents				
Competency Statements				
01 Prepare complaints				
02 Prepare request for summons				
03 Prepare temporary restraining orders				
04 Prepare answers				
05 Prepare answers and counterclaims				
06 Prepare answers and cross-claims				
07 Prepare motions				
08 Prepare notices of motion				

	1st Nine Weeks	2nd Nine Weeks	3rd Nine Weeks	4th Nine Weeks

Module 07 Court Documents

Competency Statements

09 Prepare interrogatories
10 Prepare request for subpoena
11 Prepare instructions
12 Prepare orders
13 Prepare judgments
14 Prepare a brief
15 Prepare petitions
16 Prepare notices
17 Prepare final settlements of estates
18 Prepare papers for probate court
19 Prepare papers for bankruptcy court
20 Prepare adoption papers
21 Prepare divorce papers

Clerk

Module 08 Court Documents

Competency Statements

01 Prepare agreements
02 Prepare powers of attorney
03 Prepare contracts
04 Prepare bills of sale
05 Prepare leases
06 Prepare deeds
07 Prepare deeds of trust
08 Prepare promissory notes
09 Prepare chattel mortgages
10 Prepare articles of incorporation
11 Prepare corporation minute books
12 Prepare stock certificates
13 Prepare wills
14 Prepare codicils
15 Prepare certificates of title

INSTRUCTOR'S GUIDE - LEGAL SECRETARY

I. Introduction

The State Department of Vocational, Technical and Adult Education supports the concept of Competency Based Education (CBE) because it is based upon occupational relevancy and can account for skills required by an individual to perform on the job. CBE is based on mastery learning principles and requires demonstration of skill and thus can ensure that critical skills required of the entry-level worker are included and attained in training. CBE allows for individual progress and thus can provide employable skills for some students after short periods of training and can also lead to preparation for more advanced jobs.

This instructor's guide is to be used as a reference for instructors and as an aid in implementing the curriculum in their program. The following sections are included in the Guide:

II. Identification and Validation of Job Titles and Competencies

III. Functions of the Developmental Committee

IV. Program Organization

V. Bibliography of Resources

VI. Equipment List

VII. Implementation of Curriculum

II. Identification and Validation of Job Titles and Competencies

RCA used three main sources of information to identify the competencies: V-TECS Catalog, ERIC, and exemplary program material.

The following job titles were identified through a review of the Dictionary of Occupational Titles and consultation with instructors in the field of Legal Secretary. Employment Security also uses these titles from DOT:

Legal Secretary	201.368
Legal Stenographer	202.388
Court Reporter	202.388
Law Reporter	202.388

RCA conducted a survey to validate the competencies, job titles, and equipment list. Using the V-TEC's survey format, two separate instruments were developed for the supervisors and workers. A total of 11 Supervisors and 41 Workers were surveyed from the following locations: Charleston, Martinsburg, Clarksburg, Winfield, and Montgomery.

III. Functions of the Developmental Committee

The Developmental Committee played a decisive role in the development of the curriculum. The members of the Developmental Committee consisted of Dr. Fred Harrington, State Curriculum Supervisor; Ruth Edwards, State Business and Office Supervisor; Una Malone, Billie Williams, Consultants; Emily Warden and Sue Smith from Kanawha County. The Committee met on several occasions for the following purposes:

1. Establish curriculum format and clarify project objectives.
2. Review major job titles and competencies.
3. Review survey results.
4. Finalize competency list.
5. Review student materials.

IV. Program Organization

The program has been organized into the modules as follows:

Module 01	Occupational Information	
	Competency Statement 01	Describe working conditions common to legal secretaries
	Competency Statement 02	Describe educational and/or technical requirements for legal secretaries
	Competency Statement 03	Describe the job market over the next 5 - 10 years for legal secretaries
	Competency Statement 04	Describe the average salary and benefits earned by legal secretaries
Module 02	Receptionist Duties	
	Competency Statement 01	Greet clients or visitors
	Competency Statement 02	Make introductions
	Competency Statement 03	Place general outgoing calls
	Competency Statement 04	Receive telephone calls
	Competency Statement 05	Make long distance telephone calls
	Competency Statement 06	Keep records of long distance telephone calls
	Competency Statement 07	Contact informational sources
	Competency Statement 08	Become and act as a notary public

Module 03 Clerical Duties

Competency Statement 01	Make arrangements for employer's trips
Competency Statement 02	Process incoming mail
Competency Statement 03	Forward mail
Competency Statement 04	Prepare envelopes for outgoing mail
Competency Statement 05	Prepare enclosures for mailing
Competency Statement 06	Handle specialized mail
Competency Statement 07	Mark exhibits for court
Competency Statement 08	Add supplements to law library

Module 04 Bookkeeping Duties

Competency Statement 01	Inspect checks for accuracy
Competency Statement 02	Maintain the checkbook
Competency Statement 03	Inspect invoices for accuracy
Competency Statement 04	Prepare and post petty cash vouchers
Competency Statement 05	Initiate and maintain client account sheets
Competency Statement 06	Prepare client statements
Competency Statement 07	Prepare tax withholding forms
Competency Statement 08	Prepare office payroll

Module 05 Filing Duties

Competency Statement 01	Establish a desk directory
Competency Statement 02	Establish a file of legal forms
Competency Statement 03	Establish and keep alphabetical system of filing
Competency Statement 04	Establish and maintain numerical system of filing

Competency Statement 05	Obtain material or information from files
Competency Statement 06	Find and refile material lost in files
Competency Statement 07	Transfer and discard files

Module 06 Dictation and Typing Duties

Competency Statement 01	Take dictation at the typewriter
Competency Statement 02	Take dictation of and transcribe telephone calls
Competency Statement 03	Operate a dictating machine
Competency Statement 04	Type letters
Competency Statement 05	Type memoranda
Competency Statement 06	Type reports
Competency Statement 07	Type tax reports
Competency Statement 08	Operate a magnetic keyboard

Module 07 Court Documents

Competency Statement 01	Prepare complaints
Competency Statement 02	Prepare request for summons
Competency Statement 03	Prepare temporary restraining orders
Competency Statement 04	Prepare answers
Competency Statement 05	Prepare answers and counter-claims
Competency Statement 06	Prepare answers and cross-claims
Competency Statement 07	Prepare motions
Competency Statement 08	Prepare notices of motion
Competency Statement 09	Prepare interrogatories
Competency Statement 10	Prepare request for subpoena

Competency Statement 11	Prepare instructions
Competency Statement 12	Prepare orders
Competency Statement 13	Prepare judgments
Competency Statement 14	Prepare a brief
Competency Statement 15	Prepare petitions
Competency Statement 16	Prepare notices
Competency Statement 17	Prepare final settlements of estates
Competency Statement 18	Prepare papers for probate court
Competency Statement 19	Prepare papers for bankruptcy court
Competency Statement 20	Prepare adoption papers
Competency Statement 21	Prepare divorce papers

Module 08 ~~Court~~ Client Documents

Competency Statement 01	Prepare agreements
Competency Statement 02	Prepare powers of attorney
Competency Statement 03	Prepare contracts
Competency Statement 04	Prepare bills of sale
Competency Statement 05	Prepare leases
Competency Statement 06	Prepare deeds
Competency Statement 07	Prepare deeds of trust
Competency Statement 08	Prepare promissory notes
Competency Statement 09	Prepare chattel mortgages
Competency Statement 10	Prepare articles of incorporation
Competency Statement 11	Prepare corporation minute books
Competency Statement 12	Prepare stock certificates
Competency Statement 13	Prepare wills
Competency Statement 14	Prepare codicils
Competency Statement 15	Prepare certificates of title

V. Bibliography

The curriculum is based upon the following textbooks. Copies of the textbooks are available on loan from the Curriculum Laboratory at Cedar Lakes.

Standard Handbook for Secretaries, Lois Irene Hutchinson, McGraw-Hill Book Company, New York, New York. 1969.

Secretarial Office Procedures, Meehan, Oliverio, Pasewark, South Western Publishing Company, Cincinnati, Ohio, 1972.

The Administrative Secretary: Resource, Gregg Division, McGraw-Hill Book Company, New York, 1970.

General Office Practice, Archer, Brecker, Frakes, Stewart, Third Edition, Gregg Division, McGraw-Hill Book Company, New York, 1968.

Legal Secretary's Concise Dictionary, Louisiana Association of Legal Secretaries, Claitor's Publishing, Baton Rouge, Louisiana, 1977.

VI. Equipment List

1. Adding Machine, Full Keyboard
2. Adding Machine, Ten Key
3. Addressing Machine (Addressograph)
4. Cash Box
5. Checkwriter (Check Protector)
6. Collator, Automatic
7. Copyholder (Line-A-Time)
8. Copying Machine, Photocopy (Thermographic)
9. Cutting Machine
10. Date Stamp, Hand

11. Date Stamp, Machine
12. Dictating Machine (Recording Machine)
13. Endorsement Stamp
14. Envelope Opening Machine
15. Envelope Sealer
16. Fasteners (Two-Pronged)
17. File Stamp
18. Filing Equipment (Index or Card Files)
19. Filing Equipment, Rotary File
20. Filing Equipment, Shelf File (Lateral)
21. Filing Equipment, Security Lock
22. Filing Equipment, Upright Visible
23. Filing Equipment, Vertical Correspondence
24. Intercom System
25. Overhead Projector
26. Paper Cutter
27. Paper Punch
28. Perforator
29. Postage (Stamp) Affixing Machine
30. Postage (Mail) Weighing Machine
31. Postal Scale
32. Probate Stamp
33. Public-Address System
34. Safe, Combination
35. Shorthand Machine
36. Signature Stamp
37. Stapler, Hand

38. Stapler, Electric
39. Staple Remover
40. Tape Recorder
41. Telephone
42. Telephone, 6 Button (6 Line Answering Service)
43. Telephone Switchboard
44. Transcribing Machine (Dictaphone)
45. Typewriter, Automatic
46. Typewriter, (Executive)
47. Typewriter, (Selectric)
48. Typewriter, Manual
49. Typewriter, Standard Electric
50. Calculator
51. Code-A-Phone

VII. Implementation of Curriculum

It is suggested that the students begin at Module 01 and complete the program in sequence. This is not necessary due to the fact that the modules fall independent of each other. Modules 01-06 can be covered more than likely in a semester's time. The remaining Modules 07 and 08 will take a semester due to the amount of information that must be covered. Prerequisite skills must be established. It is recommended that students type 40 wpm and take shorthand at 60 wpm before they are admitted into the program.

The following guide was developed to aid in conducting the program. Each competency sheet is summarized as to equipment needed, instructor responsibilities, and a summary and/or answers to the Criterion Evaluation. The Guide does not include regular instructor activities such as supervising students, or reviewing the students' work.

MODULE 01: Occupational Information

Competency Statement 01: Describe working conditions of legal secretaries

Materials Needed: None

Textbooks Needed: Occupational Outlook Handbook

Instructor Responsibilities:

1. Provide the name, address, and telephone number of a legal secretary who may be contacted for Learning Activity #3.
2. Check the Criterion Evaluation to make sure that student fulfilled all requirements in the report.
3. Rate the student on the Student Checklist.

MODULE 01: Occupational Duties

Competency Statement 02: Describe the educational and/or technical requirements for a legal secretary.

Materials Needed: None

Textbooks Needed: Occupational Outlook Handbook

Instructor Responsibilities:

1. Provide the name, address, and telephone number of a legal secretary who may be contacted for Learning Activity #3.
2. Check the Criterion Evaluation to make sure that student fulfilled all requirements in the report.
3. Rate the student on the Student Checklist.

MODULE 01: Occupational Information

Competency Statement 03: Describe the job market over the next 5-10 years for a legal secretary.

Materials Needed: None

Textbooks Needed: Occupational Outlook Handbook

Instructor Responsibilities:

1. Provide the name, address, and phone number of a person at the State of County Bar Association whom the student may contact.
2. Check the Criterion Evaluation to make sure that student fulfilled all the requirements in the report.
3. Rate the student on the Student Checklist.

MODULE 01: Occupational Information

Competency Statement 04: Describe the average salary and benefits earned by legal secretaries

Materials Needed: None

Textbooks Needed: Local Telephone Directory

Instructor Responsibilities:

1. Provide the name, address, and phone number of a legal secretary who the student may contact.
2. Check the Criterion Evaluation to make sure that student fulfilled all the requirements in the report.
3. Rate the student on the Student Checklist.

MODULE 02: Receptionist Duties

Competency Statement 01: Greet clients or visitors

Materials Needed: None

Textbooks Needed: None

Instructor Responsibilities:

1. Provide a situation for the student to use in the Criterion Evaluation.
2. Observe the student's role-playing performance for the Criterion Evaluation.
3. Rate the Student on the Student Checklist.

MODULE 02: Receptionist Duties

Competency Statement 02: Make Introductions

Materials Needed: None

Textbooks Needed: None

Instructor Responsibilities:

1. Check the student's answers to the practice exercises in Student Handout 02/02/01. (Answers are on the following pages).
2. Check the student's answers to the practice exercises in Student Handout 02/02/02. (Answers are on the following pages.)
3. Check the student's answers to the Criterion Evaluation. (Answers are on the following pages.)
4. Rate the student on the Student Checklist.

ANSWERS TO STUDENT HANDOUT 02/02/01
TRADITIONAL INTRODUCTIONS

1. Right
2. Wrong
3. Right
4. Right
5. Right
6. Right
7. Right
8. Right

ANSWERS TO STUDENT HANDOUT 02/02/02
SIMPLE INTRODUCTIONS

1-6. Either name may be placed first. The first and last name of both parties should be mentioned.

7. Mr. Martin's first and last name should be said first. The people should then be introduced in the order in which they are seated.

8. Same as traditional.

ANSWERS TO CRITERION EVALUATION

TRADITIONAL	NON-TRADITIONAL
1. Woman's name should be first.	Either name first.
2. Higher ranking person should be introduced first.	Either name. You will probably mention the person's name whom you know better first.
3. Either name first.	Either name first.
4. Oldest person's name first.	Either name first.
5. Higher ranking name first.	Either name.
6. Lady's name should be first. Also the higher ranking person is a woman.	Either name.
7. Name the individual first. Then the women, then the men.	The new individual, then each person in the order they are seated.
8. Identify his name and position.	Same as traditional.

MODULE 02: Receptionist Duties

Competency Statement 03: Place general outgoing calls

Materials Needed: None

Textbooks Needed: Local telephone directory

Instructor Responsibilities:

1. Check the student's answers to the questions in Learning Activity #2. (Answers are on the following pages).
2. Lecture on the proper way of dealing with people on the telephone.
3. Observe 2 of the role playing activities of each of the groups in your class.
4. Check the student's answer to the Criterion Evaluation. The instructor must contact the appropriate agencies to learn the answer for your area.
5. Rate the student on the Student Checklist.

ANSWERS TO LEARNING ACTIVITY #2

1. White pages and yellow pages
2. White pages are alphabetic listings of telephone numbers. Yellow pages are commercial advertising, and companies are grouped into categories according to the type of business they do.
3. Alphabetically, under the individual's name
4. If used as names, numbers are usually spelled out and alphabetized.
5. When letters precede the full name, check the beginning of the letter section.
6. Because of alternate spellings.
7. For federal agencies, look under "United States Government." State agencies are listed under "West Virginia - State of."
8. Find the category that the company would be in (i.e., plumbers, department stores, etc.). The name of the company will be alphabetized under the category.

MODULE 02: Receptionist Duties

Competency Statement 04: Receive telephone calls

Materials Needed: None

Instructor Responsibilities:

1. Check the student's answers to the practice exercises in Student Handout 02/04/01. (Answers are on the following pages.)
2. Check the student's answers to the practice exercises in Student Handout 02/04/02. (Answers are on the following pages.)
3. Observe the student's role playing situations in Learning Activity #3 and correct any errors.
4. Observe the student's role playing situations for the Criterion Evaluation.
5. Rate the student on the Student Checklist.

ANSWERS TO STUDENT HANDOUT 02/04/01
RECEIVING TELEPHONE CALLS FROM PLAINTIFFS

1. Name, address, and telephone number of the caller and the nature of the legal action the client wishes to undertake.

2. The notes should contain the information listed in the question in a neat, easily readable order.

3. The student should politely but firmly explain why the caller must give out the information. The student should include the fact that all information will be kept confidential.

4. The student should tell Ms. Britton that all facts of the case are confidential and that Ms. O'Connor will return the call. The notes for Ms. O'Connor should include all the information in the question and what the student told Ms. Britton in a neat, easily readable order.

5. The student should tell Mr. Martin that the facts of the case are confidential and that the student's employer will return the call.

ANSWERS TO STUDENT HANDOUT 02/04/02
RECEIVING TELEPHONE CALLS FROM DEFENDANTS

1. The name, address, and telephone number of the client, the type of action the client is involved in, and the date of service of the summons.

2. The student should tell Ms. Lackluster that all information will be kept confidential, and should politely tell her why the information is important.

3. The student should write the information in the question neatly and in an easily readable order.

4. The student should tell Mr. Drab that all facts of the case are confidential and that Ms. Bright will return the call.

5. The student should politely tell Ms. Music that all facts of the case are confidential, that a copy of the complaint should have been delivered with the summons, and that she should contact her own attorney.

ANSWERS TO LEARNING ACTIVITY #2

	Time	Area Code
Huntington, WV	9:00	304
Chicago, IL	8:00	312
Houston, TX	8:00	713
Charleston, SC	9:00	803
San Franscisco, CA	6:00	415
Nova Scotia	10:00	902
Tulsa, OK	9:00	918
Denver, CO	7:00	303

ANSWERS TO LEARNING ACTIVITY #3

A. Station-to-Station Calls

Call station-to-station if you will speak with anyone who answers. You may dial these calls yourself. Rates are lower than for person-to-person calls. Charges begin when the telephone you've called is answered, either in person or by an answering machine. Station-to-station calls placed from hotels are charged at the operator assisted rate.

B. Person-to-Person

Call person-to-person when you wish to talk to a particular person or extension number. Rates for person-to person calls are higher than for station-to-station calls, and the higher rate also applies when you talk to an alternate person or extension. Charging starts when conversation begins. The highest operator-assisted rates apply on person-to-person calls.

C. Collect Calls

You may call collect if the person or firm you are calling agrees to pay the charges. Operator-assisted rates apply on all collect calls.

D. Credit Card Calls

If you have a telephone credit card, you may use it to have long distance charges listed on your regular monthly telephone bill. Operator-assisted rates apply on all credit card calls. To apply for a credit card, call your local C&P Business Office.

E. Mobile and Marine Service

You can make local and long distance calls to automobiles, trucks, aircraft, boats, and ships equipped for telephone services. Some of these calls can be completed by dialing, while others must be placed through the operator. For the information on other communication common carriers, consult the Yellow Pages, under the headings of "Paging and Signaling" and "Radiotelephone Communications."

F. Conference Calls

You can talk with several people in different locations at the same time by dialing the operator and say you wish to make a conference call.

G. Overseas Call

You can call practically any telephone in the world from your telephone by dialing the operator.

H. Inward Wide Area Telecommunication Service ("800" Numbers)

Station-to-station long distance calls can be made without charge to you, to those businesses and people who have inward WATS. They offer this service to customers calling from specific locations. Telephone numbers of those businesses and people who have inward WATS can be obtained by dialing inward WATS Directory Assistance.

ANSWERS FOR CRITERION EVALUATION

Case I

1) 1-415-555-1212
2) cheaper
3) 11:30 - 12:00 a.m.

Case II

1) 1-800-5551-1212
2) No, there are no charges for WATS line numbers

Case III

1) 1-312-372-5521
2) 1-696-3170
3) 1-417-555-1212 (directory assistance)
4) Huntington (assuming the people begin their jobs at 9:00)
5) Sam Jones

MODULE 02: Receptionist Duties

Competency Statement 05: Make long distance telephone calls.

Materials Needed: None

Textbooks Needed: Local Telephone Directory

Instructor Responsibilities:

1. Check the student's answers to Learning Activity #2. (Answers are on the following pages.)
2. Check the student's answers to Learning Activity #3. (Answers are on the following pages.)
3. Lecture on long distance dialing.
4. Observe the student's procedure for making at least two types of long distance calls and correct any errors.
5. Check the student's answers to the Criterion Evaluation. (Answers are on the following pages.)
6. Rate the student on the Student Checklist.

MODULE 02: Receptionist Duties

Competency Statement 06: Keep records of long distance calls

Materials Needed:

1. A blank logbook, blank telephone call forms, and a list of telephone calls for Learning Activity #3.
2. A completed logbook, a telephone bill and client and office account sheets for Learning Activity #5.

Textbooks Needed: None

Instructor Responsibilities:

1. Check the student's answers to the practice exercises on Student Handout 02/06/01. (Answers are on the following pages.)
2. Check the student's work on Learning Activity #3 to make sure that logbook and call forms have been completed correctly.
3. Check the student's answers to the practice exercises on Student Handout 02/06/02. (Answers are on the following pages.)
4. Check the student's work on Learning Activity #5 to make sure that the cost of the call is computed correctly and recorded in all the appropriate places.

02/06 - Page 2

5. Check the student's answers to the Criterion Evaluation. (Answers are on the following pages.)
6. Rate the student on the Student Checklist.

ANSWERS TO STUDENT HANDOUT 02/06/01
RECORDING LONG DISTANCE TELEPHONE CALLS

1. The date, time, and type of call, the city and state and number called, the account chargeable, the cost of the call, the name of the caller.

2. The date and time of call, the place and number called, the name of the caller and account chargeable.

3. The name of the person called, the purpose of the call, and the caller's initials.

4. Record the call in the logbook; fill out a telephone call form; have the caller complete the call form; attach the form to the appropriate client file.

ANSWERS TO STUDENT HANDOUT 02/06/02
COMPILING LONG DISTANCE PHONE CALLS

1.	$2.94	($2.80 + .14)
2.	$1.30	($1.25 + .05)
3.	$2.50	($2.36 + .14)
4.	$12.93	($12.43 + .50)
5.	$ .82	($.78 + .04)

Answer to Criterion Evaluation -- page 1

RECORD OF TELEPHONE CALLS

Month of November 19—

DATE	TELEPHONE NO.	NAME AND ADDRESS	TIME	CHARGE	
11-18	212-123-0000	Paul Yates, NYC by John Powers	9:00 AM	11	99
11-19	615-987-6000	James Bates, Nashville TN by John Powers	10:00 AM	8	59
11-20	606-321-0010	William Kane NYC by Lawrence Goodwin	1:30 PM	15	31
11-21	513-000-1234	Donald Wells, Cincinnati OH, by Lawrence Goodwin	11:30 AM	9	95
11-22	502-000-4567	Dept. of Vital Statistics by Lawrence Goodwin	3:30 PM	5	84

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Answers to Criterion Evaluation -- page 2

1.

Telephone Call

Nov. 18 19__

CALLER John Powers 9 A.M.

PHONE NO. 212-123-0000 ____ P.M.

ADDRESS New York City, NY

PERSON Paul Yates (Acct. # 263.2)

MESSAGE....

To discuss Tom Jackson in the case of Jackson vs. Murphy.

INITIALS ~~P.Y.~~ J.P. COST OF CALL $11.99

2.

Telephone Call

Nov. 20 19__

CALLER Laurence Goodwin ____ A.M.

PHONE NO. 606-321-0010 1:30 P.M.

ADDRESS 115 Park Place, Newport, Ky.

PERSON William Ross

MESSAGE....

Concerning John Blackburn (# 1149) who is seeking a car title from Ross

INITIALS L.G. COST OF CALL $15.31

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Answers to Criterion Evaluation -- page 3

3.

Telephone Call

Nov. 19 19

CALLER John Powers 10 A.M.

PHONE NO. 615-987-6000 P.M.

ADDRESS Nashville, Tenn.

PERSON James Bates

MESSAGE....

To request Mr. Bates to appear as a witness for Tom Jackson (# 2632)

INITIALS J.P. COST OF CALL $8.50

4.

Telephone Call

Nov. 21 19

CALLER Laurence Goodwin 11:30 A.M.

PHONE NO. 513-000-1234 P.M.

ADDRESS XYZ Insurance Co. Cincinnati OH

PERSON Donald Wells

MESSAGE....

Repair estimates on Richard Roger's (#1532) car

INITIALS L.G. COST OF CALL $9.95

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Answers to Criterion Evaluation -- page 4

5.

Telephone Call

Nov 22 19__

CALLER Laurence Goodwin ____ A.M.

PHONE NO. 502-000-4567 3:30 P.M.

ADDRESS Louisville, Ky

PERSON Dept. of Vital Statistics

MESSAGE....

Charles Hardin death certificate

Paul Hardin # 1984

INITIALS L.G. COST OF CALL $5.84

Telephone Call

____ 19__

CALLER ____ A.M.

PHONE NO. ____ P.M.

ADDRESS ____

PERSON ____

MESSAGE....

INITIALS ____ COST OF CALL ____

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JIM JACKSON
263.2

	DATE		SERVICE	1 TIME CHARGES OR FEE	2 DISBURSEMENTS	3 MISCELLANEOUS	4	5 PAYMENTS
1	11	15	JOHN POWERS - 4 HRS @ $ 45/hr	180 —				
2								
3	11	15	TELEGRAM TO JACKSON		350			
4								
5	11	17	JOHN POWERS 1½ HRS @ $45/hr.	6750				
6								
7	11	18	LONG DISTANCE PHONE		1199			
8								
9	11	19	LONG DISTANCE PHONE		859			
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JOHN BLACKBURN
#1149

	DATE		SERVICE	1 TIME CHARGES OR FEE	2 DISBURSEMENTS	3 MISCELLANEOUS CHARGES	4	5 PAYMENT
1	11	02	LAURENCE GOODWIN 2 HRS @ $50/hr.	100 —				
2								
3	11	14	LAURENCE GOODWIN 1½ HRS @ 50/hr.	75 —				
4								
5	11	14	MACHINE COPIES		1 40			
6								
7	11	20			15 31			
8								
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ROGERS, RICHARD
1532

	DATE	SERVICE	1 TIME CHARGES OR FEE	2 DISBURSEMENTS	3 MISCELLANEOUS	4	5 PAYMENT
1	11 15	LAURENCE GOODWIN 2HRS @ $50/hr	100 —				
2							
3	11 15	COURT COSTS		55 —			
4							
5	11 17	LAURENCE GOODWIN 1½ HRS @ $50/hr	75 —				
6							
7	11 17	MESSENGER		8 —			
8							
9	11 21	LONG DISTANCE TELEPHONE		4 95			
10							
11							
12							
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40				61			

PAUL HARDIN
#1984

	DATE	SERVICE	1 TIME CHARGES OR FEES	2 DISBURSEMENTS	3 MISCELLANEOUS CHARGES	4	5 PAYMENTS
1	11 22	LAWRENCE GOODWIN 2 HRS @ $50/hr	100 —				
2							
3	11 22	LONG DISTANCE TELEPHONE		584			
4							
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MODULE 02: Receptionist Duties

Competency Statement 07: Contact informational sources

Materials Needed: None

Textbooks Needed: Local telephone directory

Instructor Responsibilities:

1. Lecture on seeking information outside the office.
2. Provide list of 15 situations where outside agencies must be contacted for Criterion Evaluation.
3. Check student's answers for Criterion Evaluation.

MODULE 02: Receptionist Duties

Competency Statement 08: Become and act as a notary public

Materials Needed:

1. Application forms for notary public's commissions (county and statewide).
2. Notary public's seal.

Textbooks Needed: None

Instructor Responsibilities:

1. Check student's answers to the practice exercises in Student Handout 02/08/01. (Answers are on the following pages.)
2. Check student's answers to the practice exercises in Student Handout 02/08/02. (Answers are on the following pages.)
3. Provide a document to be notarized and a notary public's seal for Learning Activity #4.
4. Check student's work on Learning Activity #4, and correct any errors.
5. Provide applications for notary public's commission (county and statewide), a document to be notarized and a notary public's seal for the Criterion Evaluation.

02/08 - Page 2

6. Check student's answers to Criterion Evaluation and student's notarization of a document. (Answers are on the following pages.)

7. Rate student on the Student Checklist.

ANSWERS TO STUDENT HANDOUT 02/08/01
BECOMING A NOTARY PUBLIC

1. Check marks should be beside: County Clerk, Sheriff, Secretary of State, Assessor. A check mark beside Governor is also correct, though not required.

2. County and statewide. No. County only lets you notarize documents in the county in which you were commissioned, statewide allows you to notarize documents anywhere in the state.

3. From the County Clerk or Secretary of State's office.

4. County -- county clerk. Statewide -- Secretary of State.

5. Statewide -- $40.00. County -- $5.00.

6. County. Statewide. $500.00

ANSWERS TO STUDENT HANDOUT 02/08/02
NOTARIZING A DOCUMENT

A. 1. False

2. False

3. True

4. True

5. False

B. STATE OF WEST VIRGINIA,

COUNTY OF _____, to-wit:

I, _____, a Notary Public of said County, do hereby certify that Janet Snell, whose name is signed to the writing above, bearing date the _____ day of _____, 19 ___, has this day acknowledged the same before me in my said County.

Given under my hand this _____ day of _____, 19 _____.

My commission expires July 1, 1988.

_____
Notary Public

ANSWERS TO CRITERION EVALUATION

The notarization should look like the one below:

STATE OF WEST VIRGINIA,

COUNTY OF _____, to-wit:

I, _____, a Notary Public of said County, do hereby certify that Joseph Flowers who signed the writing hereto annexed, bearing date the 1st day of June, 1978, for Ann Mills, Inc., has this day in my said County, before me, acknowledged the said writing to be the act and deed of said corporation.

Given under my hand and seal this 2nd day of June, 1978.

My commission expires January 1, 1988.

_____
Notary Public.

The application should be filled out like those attached.

Steps in receiving a county notary public's commission.

1. Fill outthe application and have all the appropriate officials sign it.
2. Take or mail the application with a $5.00 check to the Secretary of State's office.

3. Take all materials you get back from the Secretary of State to the County Clerk's office. Post a $500.00 property bond and pay a $3.50 registration fee.

Steps in receiving a statewide notary public's commission

1. Fill out the application and have all the appropriate officials sign it.
2. Obtain a surety company bond in penalty of $500.00.
3. Take or mail the completed application, the surety company bond and a $40.00 check to the Secretary of State's office.

STATEWIDE

NOTARY PUBLIC

APPLICATION AND CERTIFICATE OF ELIGIBILITY

The laws of West Virginia provide that any individual who has attained the age of eighteen years and who is a citizen entitled to vote, may be appointed and commissioned as a Notary Public in West Virginia, provided that such individual obtains from the County Court of his county a certificate showing him to be a person competent to perform the duties of such office, of good moral character and a resident from the county in which the appointment is made. (Ops. Atty. Gen., July 31, 1973.)

Each application and certificate must be accompanied by the prescribed legal fees amounting to $40.00 and a surety company bond in the penalty of five hundred dollars. A power of attorney of the agent of the bonding company must also accompany application.

Drafts or checks should be made payable to A. JAMES MANCHIN, Secretary of State.

At least three of the officers immediately hereinafter named shall sign the recommendation: Judge of the Circuit or Criminal Court, Sheriff, Clerk of the Circuit Court, Prosecuting Attorney, Assessor.

A. JAMES MANCHIN, *Secretary of State*
Charleston, West Virginia

APPLICATION TO COUNTY COURT

(Write plainly to avoid mistakes; use typewriter if possible)

you will fill out these 5 lines

Name of Applicant your name
(INSERT NAME AS YOU WISH COMMISSION ISSUED)

Street address your address *City* _____

County your County *My age is* your age

I am a resident of your County *County, West Virginia, and am entitled to vote in said county.*

Signature of Applicant

X your signature

The above information is correct to the best of our knowledge, and we, respectfully recommend the appointment of the above named applicant to the office of Notary Public

Signatures of county officials

_____

_____

_____

CERTIFICATE

Completed by clerk

STATE OF WEST VIRGINIA, *county of* _____ *to-wit:*

At a meeting of the County Court of said County, held on the _____ *day of* _____, *19*____, *the following was ordered certified to the Governor of West Virginia:*

"Upon the application of _____ *for appointment as notary public in and for the State of West Virginia, it was shown to the satisfaction of this court that said applicant is a resident of said County, that he (she) is competent to perform the duties of such office, and that he (she) is a person of good moral character."*

Given under my hand and official seal this _____ *day of* _____ *19*____

_____

(SEAL) *Clerk of the County Court of* _____ *County*

Completed by Secretary of State

STATEWIDE

APPLICATION FOR

NOTARY'S COMMISSION

Name _____

P. O. _____

County _____

Executive Department of West Virginia

Charleston, W. Va., _____ *19* ____

Let a Commission issue

By order of the Governor

_____ _____

Private Secretary.

FEE FOR COMMISSION $40.00

_____

Date _____

_____

_____ *19* ____ *Fee received, Commission issued, and entered in the Executive Journal in the office of the Secretary of State.*

Page _____ 61

By _____ *$40.00*

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NOTARY PUBLIC

APPLICATION AND CERTIFICATE OF ELIGIBILITY

The laws of West Virginia provide that any individual who has attained the age of eighteen years and who is a citizen entitled to vote, may be appointed and commissioned as a Notary Public in West Virginia, provided that such individual obtains from the County Court of his county a certificate showing him to be a person competent to perform the duties of such office, of good moral character and a resident from the county in which the appointment is made. (Ops. Atty. Gen., July 31, 1973.)

Each application and certificate must be accompanied by the prescribed legal fees amounting to five dollars ($5.00).

Drafts or checks should be made payable to A. James Manchin, Secretary of State.

At least three of the officers immediately hereinafter named shall sign the recommendation: Judge of the Circuit or Criminal Court, Sheriff, Clerk of the Circuit Court, Prosecuting Attorney, Assessor.

A. James Manchin, *Secretary of State*
Charleston, West Virginia

APPLICATION TO COUNTY COURT

(Write plainly to avoid mistakes; use typewriter if possible)

Name of Applicant your name
(INSERT NAME AS YOU WISH COMMISSION ISSUED)

Street address your address

County your county *Yr. age is* your age

I am a resident of your county *County, West Virginia, and am entitled to vote in said county.*

you fill out these 5 lines

Signature of Applicant.

X your signature

The above information is correct to the best of our knowledge; and we, respectfully recommend the appointment of the above named applicant to the office of Notary Public.

Signatures of County Officials

CERTIFICATE

Completed by Clerk

STATE OF WEST VIRGINIA, *county of* _____ *to-wit:*

At a meeting of the County Court of said County, held on the _____ *day of* _____, *19*____, *the following was ordered certified to the Governor of West Virginia:*

"Upon the application of _____ *for appointment as notary public in and for the County of* _____ *it was shown to the satisfaction of this court that said applicant is a resident of the County from which he (she) seeks appointment, that he (she) is competent to perform the duties of such office, and that he (she) is a person of good moral character."*

Given under my hand and official seal this _____ *day of* _____, *19*____

(SEAL) *Clerk of the County Court of* _____ *County.*

Completed by Secretary of State

APPLICATION FOR

NOTARY'S COMMISSION

Name _____

P. O. _____

County _____

Executive Department of West Virginia

Charleston, W. Va., _____ *19* ____

Let a Commission issue

By order of the Governor

_____ _____

Private Secretary.

FEE FOR COMMISSION $5.00

_____

Date _____

_____

_____ *19* ____ *Fee received, Commission issued, and entered in the Executive Journal in the office of the Secretary of State.*

Page _____

By _____ *$5.00*

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C. STATE OF WEST VIRGINIA,

COUNTY OF _____, to-wit:

I, _____, a notary public of said County of _____, do certify that Bert Jones and Tammy Jones, his wife, whose names are signed to the writing above, bearing date the _____ day of _____, 19___, have this day acknowledged the same before me in my said county.

Given under my hand this _____ day of _____, 19____.

My commission expires _____July 1, 1988_____.

_____

D. STATE OF WEST VIRGINIA,

COUNTY OF _____, to-wit:

Ron Rose, being first duly sworn says that:

_____

Taken, subscribed, and sworn to before the undersigned authority by Ron Rose, in the county aforesaid this _____day of _____, 19____.

My commission expires _____July 1, 1988_____.

_____

MODULE 03: Clerical Duties

Competency Statement 01: Make arrangements for employer's trips.

Materials Needed:

1. Typewriter

Textbooks Needed:

1. Secretarial Office Procedures
2. Hotel and Motel Red Book

Instructor Responsibilities:

1. Check the student's answers to the questions in Learning Activity #2. (Answers are on the following pages.)
2. Check the student's answers to the questions in Learning Activity #3. (Answers are on the following pages.)
3. Check the student's work on Learning Activity #4 to make sure that all necessary information is on the itinerary and that the itinerary is well organized. Correct any errors.
4. Provide the necessary information for Learning Activity #5. Check the student's itinerary to make sure that it contains all the necessary information and is well organized. Correct any errors.
5. Check the student's answers to the Criterion Evaluation. (Answers are on the following pages.)
6. Rate the student on the Student Checklist.

ANSWERS TO LEARNING ACTIVITY #2 - 03/01

A. No. (p. 476)

B. First Class and Coach. (p. 477)

C. A regularly scheduled flight that travels in only a limited area. No. (p. 480)

D. Coach and First Class (Pullman or Sleeping Car). (p. 481)

E. No. (p. 482)

F. 1. They are available to areas where there is no other public transportation.

   2. Busses operate from terminals in or near the business district.

   3. It is the least expensive means of travel. (p. 482)

G. You do not have to plan appointments based on public transportation schedules. (p. 483)

H. Passports, Visas and Vaccinations. (p. 484)

I. As you travel across the country or to a different country you encounter new time zones. You must make certain that your employer is scheduled to avoid "jet lag." (p. 484).

ANSWERS TO LEARNING ACTIVITY #3 - 03/01

A. 1. Date, time, and place of departure.
   2. Transportation accommodations.
   3. Arrival date, time and place.
   4. Hotel or motel accommodations.
   5. Appointments and engagements. (p. 489)

B. The Hotel and Motel Red Book and the Mobil Travel Guide. (p. 493)

C. 1. The kind of room desired - single room or suite of rooms.
   2. The type of accommodations - single, double or twin beds.
   3. The approximate rate preferred.
   4. The number of persons in the party.
   5. The date and approximate time of arrival.
   6. The date and approximate time of departure.
   7. A request for confirmation. (p. 494).

D. Traveler's Checks, Credit Cards, Letters of Credit, Personal Checks. (p. 494-496)

E. No. (p. 494)

ANSWERS TO CRITERION EVALUATION 03/01

1. The flight to Chicago which best suits the employer's needs is American Airlines flight leaving Charleston at 11:45 am and arriving at O'Hare at 12:13 pm. The most appropriate return flight is the TWA flight which leaves O'Hare at 7:00 am Friday morning and arrives in Pittsburgh at 9:18. Your employer will then change to a United flight which leaves Pittsburgh at 10:10 am and arrives in Charleston at 10:52. The next flight (leave ORD 8:45 am arrive PIT 11:03 am leave PIT 1:30 pm arrive CRW 2:10 pm) would possibly get your employer to his 3:00 meeting, but is not as good because the lay-over in Pittsburgh is longer and he would have to fly on Allegheny.

2. Any motel which offers single rooms with queen sized beds in downtown Chicago is fine. One which has a limosine to O'Hare Airport would be preferable.

3. The itinerary should have the information listed below and should be neatly organized and easy to read.

   A. Date, time, and place of departure.

   B. Travel accommodations (carrier, class of accommodations).

   C. Arrival date, time, and place.

   D. Hotel or motel accommodations - include check-in time, whether reservations have been confirmed, location of motel and approximate cost.

   E. List of appointments and engagements. A supplementary list of files or equipment that employer should take would be very helpful, though not necessary.

ANSWERS TO STUDENT HANDOUT 03/03/01

1. You would forward the letter marked "confidential" and the bill from the office supply company, as your employer requested. Unless the letters from Mr. Donogood and the Clerk of the 4th Circuit Court of Appeals contain urgent information which only your employer can respond to, they should be held for his return. If he telephones the office, you might wish to summarize the contents of these letters over the phone. The catalogue and newspaper should not be forwarded.

2. You would forward the letter addressed to Ms. Smart marked "personal" and the bill for the books that were Ms. Smart's that she took with her. The electric bill addressed to the firm, and the letter concerning a case that Ms. Frivolity turned over to another lawyer in the firm should be routed to the people handling these matters now. You must use your discretion concerning the office supply catalogue, and should forward it only if Ms. Smart was especially interested in it, and if no one else in your office would use it.

3. You should forward the bill which is due two weeks before your employer's return, the interrogatories which must be answered in 15 days, and the letter marked "personal." Although your employer has requested that <u>only</u> the mail marked "personal" be forwarded, the other two items demand immediate attention and should be forwarded. The two ads, the magazine, and the bill due one week after the scheduled return should be held at the office.

MODULE 03: Clerical Duties

Competency Statement 02: Process Incoming Mail

Materials Needed:

1. Sample assortment of incoming mail for Learning Activity #4.

Textbooks Needed:

1. The Administrative Secretary

Instructor Responsibilities:

1. Check the student's answers to the questions in Learning Activity #2. (Answers are on the following pages.)

2. Lecture on the processing of incoming mail. Make special emphasis on the handling of envelopes, preparing answers to routine inquiries and routing the mail.

3. Provide a sample assortment of incoming mail.

4. Check the student's work on Learning Activity #4 - making sure that the proper envelopes have been saved, enclosures are properly handled, annotations are made when necessary and the presentation is proper. Correct any errors.

5. Check the student's work on the Criterion Evaluation. (Answers are on the following pages.)

6. Rate the student on the Student Checklist.

ANSWERS TO LEARNING ACTIVITY #2 - 03/02

A. 1. Telegrams, special delivery, certified or registered mail.
2. Regular first-class mail
3. Personal letters and mail marked "confidential"
4. Interoffice communications
5. Large envelopes marked Letter enclosed of Letter attached
6. Airmail packages
7. Parcel post packages
8. Third class mail
9. Magazines, newspapers and catalogues (p. 513)

B. No. (p. 514)

C. 1. If a letter was misaddressed and had to be forwarded.
2. If there is no return address on the letter but there is one on the envelope.
3. If the letterhead differs from the address on the envelope.
4. If the signature is missing from the letter.
5. If the date on the envelope differs greatly from the date on the letter.
6. If the postmark is important (p. 514)

D. Yes (p. 514)

E. The secretary should check to see that enclosures are in the letters, that computations are correct on all bills, and that the amounts on checks enclosed with letters are the same as the amount mentioned in the correspondence. (p. 515)

F. Before presenting the mail to the executive the secretary separates all inquiries, orders and routine correspondence that he or she can handle for the employer. The mail should be sorted according to the subject matter within the classes (i.e. first class, parcel post, etc.) and pertinent files attached to the letters. The secretary may then organize the mail into priority groupings including telegrams, special delivery letters, registered and certified mail and material in which time is of the essence in the first priority; personal mail, interoffice mail and other first class material in the second priority; and newspapers, books, catalogues, and magazines in the third priority.

ANSWERS TO CRITERION EVALUATION 03/02

Step I Sorting the Mail

A. Before opening the mail should be sorted into categories according to its postal class. Before opening the grouping of the letters should be like this:

1. Specialized class
   - manilla envelope from NC Memorial Hospital which was sent by certified mail

2. First class
   - letter from Jackson, Miller & Turner
   - bill from Michie Co.
   - bill from WV Power & Light
   - letter from Rachel Grumppe

3. Personal mail
   - letter from L. Lostlove

4. Interoffice
   - memorandum from M. Thomasson

5. Third class mail
   - ad from Forest Furniture
   - ad from Bargain Book Buys

6. Magazines, catalogues, and newspapers
   - American Bar Journal
   - Wall Street Journal

Step II Processing the Mail

All mail should be opened (except the letter marked "personal" which should remain unopened) without damage to the contents. The contents should be removed, stamped with the date received, and the envelopes attached. (The envelopes do not need to be saved from the bills or the third class mail. The attorney will be the one to dispose of other envelopes that are unimportant). The bills should be checked for accuracy, and the check in the letter from Ms. Grumppe should be examined to make sure the amount is the same as the amount mentioned in the correspondence.

Step III Presenting the Mail

The files on the Susie Mundy case, the Joyce Nell Damron case, and the Rachel Grumppe case should be pulled and attached to the correspondence. The mail should then be arranged by subject matter and priority before the secretary presents it to the attorney. The final arrangement should be like this:

Answers to Criterion Evaluation - Page 2

1. The interrogatories on the Susie Mundy case. Because there is a deadline for completing the interrogatories, they should be shown to the attorney first.

2. The medical records for the Joyce Nell Damron case.

3. The Rachel Grumppe letter.
   NOTE: Numbers 2 and 3 are interchangeable.

4. The letter from L. Lovelost.

5. The Michie Co. bill.

6. The WV Power & Light Co. bill.
   NOTE: Numbers 5 and 6 are interchangeable.

7. The interoffice memo.

8. The Forest Furniture ad.

9. The Bargain Book Buys ad.
   NOTE: Numbers 8 and 9 are interchangeable.

10. The Wall Street Journal

11. The American Bar Journal
    NOTE: Numbers 10 and 11 are interchangeable.

An alternative method would place the medical records first because they came by certified mail, and the personal letter second. The arrangement would then be like this:

1. Joyce Nell Damron records.

2. L. Lostlove letter.

3. Interrogatories on Susie Mundy case.

4. Rachel Grumppe letter.

5-11 Duplicate of above

MODULE 03: Clerical Duties

Competency Statement 03: Forward Mail

Materials Needed:

1. Typewriter

Textbooks Needed: None

Instructor Responsibilities:

1. Check the student's work on the practice exercises in Student Handout 03/03/01. (Answers are on the following pages.)

2. Check the student's work on the practice exercises in Student Handout 03/03/02. (Answers are on the following pages.)

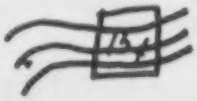
3. Check the student's answers to the Criterion Evaluation. (Answers are on the following pages).

4. Rate the student on the Student Checklist.

ANSWERS TO STUDENT HANDOUT 03/03/02

1. The letter should be placed with the original envelope in a new envelope, and metered appropriately.

CANNON & JOY
ATTORNEYS AT LAW
2500 LAUREL RIDGE PLAZA
CHARLOTTESTOWN, W.VA. 25999



SHERI JOY
2900 YORKVILLE PLAZA
1691 THIRD AVENUE
NY, N.Y. 19999

2. Follow the procedures for unopened first-class mail.

DAVID D. JOHN
42 GRANVILLE RD
CHAPEL HILL, N.C. 25514

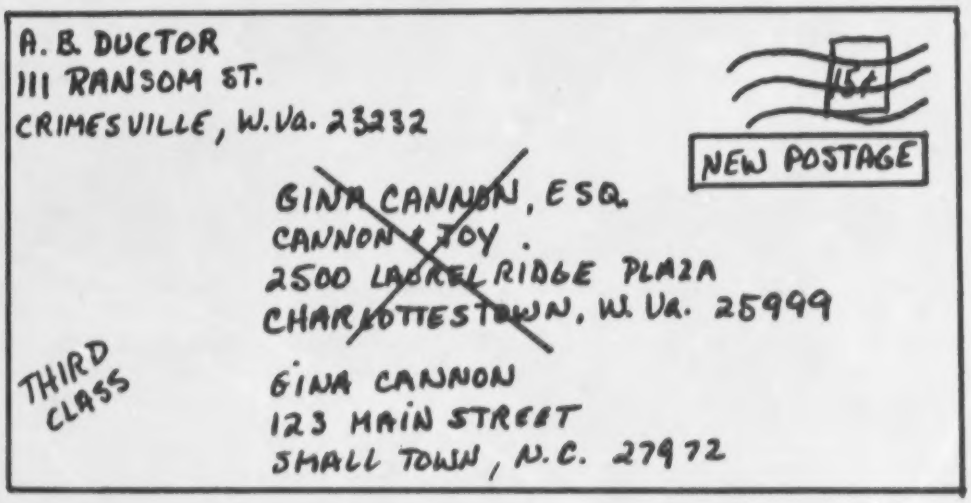
PLEASE FORWARD

~~MS. GINA CANNON~~
~~CANNON & JOY~~
~~2500 LAUREL Ridge PLAZA~~
~~CHARLOTTESTOWN, W.VA. 25999~~

MS GINA CANNON
123 MAIN ST.
SMALL TOWN, N.C. 27972

Answers to Student Handout 03/03/02 - Page 2

3. Follow the procedure for unopened third class mail.



ANSWERS FOR CRITERION EVALUATION 03/03/03

You should only forward 3 pieces of mail--the letter marked "personal," the package from A. F. Thompson, Inc., and the bill due before her return. The envelopes should look like the ones below:

JRM
230 Cameron Ave.
New Haven, Conn.

First Class Postage

PLEASE FORWARD

~~Gina Cannon~~
~~2500 Laurel Ridge Plaza~~
~~Charlottestown, WV 25999~~

PERSONAL

Gina Cannon
123 Main St.
Small Town, NC 27972

A. F. Thompson, Inc.
2891 Burke St.
Charlottestown, WV

First Class Postage

PLEASE FORWARD

~~Gina Cannon~~
~~Cannon & Joy~~
~~2500 Laurel Ridge Plaza~~
~~Charlottestown, WV 25999~~

Gina Cannon
123 Main St.
Small Town, NC 27972

Cannon & Joy
Attorneys at Law
2500 Laurel Ridge Plaza
Charlottesville, WV 25999

First Class Postage

Ms. Gina Cannon
123 Main St.
Small Town, NC 27972

You must use a new envelope since you opened the other one.

MODULE 03: Clerical Duties

Competency Statement 04: Prepare envelopes for outgoing mail.

Materials needed:

1. Large and small envelopes
2. Typewriter

Textbooks needed:

1. Zip Code Directory.

Instructor Responsibilities:

1. Provide large and small envelopes for the practice exercises in Student Handout 03/04/01.
2. Check the student's work on the practice exercises in Student Handout 03/04/01, making certain that the placement of the address and mailing notations conforms with the specifications listed in the handout. Correct any errors.
3. Lecture on the importance of zip codes and the use of a zip code directory.
4. Provide the student with large and small envelopes and a list of addresses which need zip codes in Learning Activity #4.
5. Check the student's work in Learning Activity #4, making sure the zip code is correct, and the placement of the address on the envelope meets the specifications of Student Handout 03/04/01. Correct any errors.
6. Check the student's work on the Criterion Evaluation. (Answers are on the following pages.)
7. Rate the student on the Student Checklist.

ANSWERS TO CRITERION EVALUATION 03/04

Jim Maxwell
405-D Mason Farm Road
Chapel Hill, NC 27514

PERSONAL

Ms. Ann Merricks
2219-H Kilborne Drive
Charlotte, NC 28205

Steve Victors
Lowe, Singleton & Carol
265 West Burke Street
Martinsburg, WV 25401

FORWARD

Ms. Dana Smith
c/o Kappa Kappa Gamma
302 Pittsboro Street
Chapel Hill, NC 27514

Criterion Evaluation Answer Sheet:

Carol Westfall
48781 I-94 Service Drive
Apartment 311
Belleville, MI 48111

PERSONAL

CERTIFIED

Mr. Mike Thomasson
Warren & Thomasson
P.O. Box 570
Pineville, WV 24874

Jo Smart
Route Two
Winchester Road
Paris, KY 40361

HOLD FOR ARRIVAL

SPECIAL DELIVERY

Ms. Sheri Snell
29-J Yorkville Tower
1641 Third Avenue
New York, NY 10028

Criterion Evaluation Answer Sheet:

Alice Brown
1510 Driftwood
Galveston, TX 77550

REGISTERED

Mr. Thomas L. Stephens
Stephens & Lee
3953 - 39th Street
Nitro, WV 25143

Mrs George Michael
304 Millbrook Road
Raleigh, NC 27609

INSURED

Mr. Charles Black
Black, Brown & Green
83 Philip Drive
Princeton, NJ 08540

MODULE 03: Clerical Duties

Competency Statement 05: Prepare enclosures for mailing.

Materials Needed:

1. Sets of cover letters and enclosure materials which are a) the same size as the cover letter, b) smaller than the cover letter and c) larger than the cover letter for Learning Activity #3 and the Criterion Evaluation.

2. Stapler

3. Pre-addressed, large envelopes

Textbooks needed: None

Instructor Responsibilities:

1. Check the student's answers to the questions at the end of Student Handout 03/05/01. (Answers are on the following pages.)

2. Provide the student with sets of cover letters, enclosures, envelopes, and a stapler for Learning Activity #3.

3. Check the student's work on Learning Activity #3, making sure that enclosures are put together and folded properly and are placed in the correct envelopes, according to the specifications in Student Handout 03/05/01.

4. Provide the student with sets of cover letters, enclosures, envelopes, and a stapler for the Criterion Evaluation.

5. Check the student's work on the Criterion Evaluation, making sure that all specifications given in Student Handout 03/05/01 have been met.

6. Rate the student on the Student Checklist.

ANSWERS TO STUDENT HANDOUT 03/05/01

1. No.

2. If the enclosure consists of two or more sheets and if the enclosure is smaller than the cover letter.

3. The number of times the enclosure would have to be folded, and the bulkiness of the enclosure.

4. When they are smaller than the cover letter.

MODULE 03: Clerical Duties

Competency Statement 06: Handle specialized mail

Materials Needed:

1. A sample of outgoing mail consisting of letters, packages, and documents needing special handling for Learning Activity #4 and for the Criterion Evaluation.
2. Typewriter

Textbooks Needed:

1. Secretarial Office Procedures

Instructor Responsibilities:

1. Check the student's answers to the questions in Learning Activity #2. (Answers are on the following pages.)
2. Check the student's answers to the questions in Learning Activity #3. (Answers are on the following pages.
3. Provide the student a sample of outgoing mail consisting of letters, packages, and documents needing special handling for Learning Activity #4.
4. Check the student's work in Learning Activity #4, making sure that the correct class of mail and special services have been chosen, and that packages, letters and documents have been addressed correctly. Correct any errors.

5. Provide the student with the necessary materials for the Criterion Evaluation. Check the student's work on the Criterion Evaluation. (Answers are on the following pages.)
6. Rate the student on the Student Checklist.

Answers to Criterion Evaluation:

1. Registered mail
2. 1st class
3. Third class
4. Special delivery
5. Certified mail
6. Special handling
7. 1st class
8. Registered
9. Air mail
10. Fourth class parcel post

MODULE 03: Clerical Duties

Competency Statement 07: Mark exhibits for court

Materials Needed:

1. Identification tags for plaintiff and defendant exhibits for Learning Activity #3 and the Criterion Evaluation.

Textbooks Needed: None

Instructor Responsibilities:

1. Lecture on marking exhibits for court.
2. Give and grade a quiz on the lecture.
3. Provide the student with identification tags and plaintiff and defendant exhibits for Learning Activity #3.
4. Check the student's work in Learning Activity #3.
5. Provide the student with the necessary materials for the Criterion Evaluation. Check the student's work on the Criterion Evaluation.
6. Rate the student on the Student Checklist.

MODULE 03: Clerical Duties

Competency Statement 08: Add supplements to law library.

Materials Needed:

1. A sample of law books bound with metal pins, volumes which have pockets for supplements, and hardbound volumes.

2. A sample of supplements for law books.

Textbooks Needed: None

Instructor Responsibilities:

1. Check the student's answers to the practice exercises in Student Handout 03/08/01. (Answers are on the following pages.)

2. Check the student's answers to the practice exercises in Student Handout 03/08/02. (Answers are on the following pages.)

3. Provide the student with a sample law library and a set of supplements which must be added to it for Learning Activity #4.

4. Check the student's work in Learning Activity #4, making sure that the supplements have been added correctly to each type of volume.

5. Provide the student with the necessary materials for the Criterion Evaluation. Check the student's work on the Criterion Evaluation.

6. Rate the student on the Student Checklist.

MODULE 04: Bookkeeping Duties

Competency Statement 01: Inspect checks for accuracy

Materials Needed:

1. A sample set of checks made payable to an attorney for Learning Activity #3.

Instructor Responsibilities:

1. Check the student's answers to the practice exercises in Student Handout 04/01/01. (Answers are on the following pages.)

2. Provide the student with checks made payable to an attorney for Learning Activity #3.

3. Check the student's work in Learning Activity #3, making sure that all errors were identified correctly.

4. Check the student's work on the Criterion Evaluation. (Answers are on the following pages.)

5. Rate the student on the Student Checklist.

Answer Sheet Student Handout 04/01/01

1. A
2. A
3. A B
4. A C
5. A
6. A
7. A C
8. A

ANSWERS: CRITERION EVALUATION 04/01

1. Acceptable

2. Unacceptable - amount crossed out

3. Unacceptable - dollar amounts do not agree

4. Unacceptable - dollar amounts do not agree
   payee incorrect

MODULE 04: Bookkeeping Duties

Competency Statement 02: Maintain the checkbook.

Materials Needed:

1. Checkbook for Learning Activity #5, for Learning Activity #7, and for Learning Activity #8.

2. A list of checks to prepare for an attorney's signature for Learning Activity #5, and for Learning Activity #8.

3. A bank statement for Learning Activity #7 and for Learning Activity #8.

4. A set of cancelled checks for Learning Activity #7 and for Learning Activity #8.

5. Checks which are to be deposited and a deposit slip for Learning Activity #8.

6. A rubber endorsement stamp for Learning Activity #8.

7. A typewriter.

Textbooks Needed:

1. Secretarial Office Procedures

Instructor Responsibilities:

1. Check the student's answers to the questions in Learning Activity #2. (Answers are on the following pages.)

04/02 - Page 2

2. Check the student's work in Learning Activity #3. Correct any errors.

3. Check the student's answers to the questions in Learning Activity #4. (Answers are on the following pages.)

4. Check the student's work in Learning Activity #5. Correct any errors.

5. Check the student's answers to the questions in Learning Activity #6. (Answers are on the following pages.)

6. Check the student's work in Learning Activity #7. Correct any errors.

7. Check the student's work in Learning Activity #8. Correct any errors.

8. Check the student's work on the Criterion Evaluation. (Answers are on the following pages.)

9. Rate the student on the Student Checklist.

Answers to Learning Activity #2 04/02

A. Restrictive Endorsements
Special Endorsements
Blank Endorsements

B. Endorsement in Full

C. Anyone

D. Special

E. Because the rubber stamp makes the checks payable only to the account of the depositor, thus it would not benefit anyone who might obtain the stamp or a stamped check.

F. The number of the checking account
The name of the depositor
The date
The items to be deposited

G. The number which appears in fraction form in the upper right-hand corner of the check.

H. Transit number
By name, if the bank is a local one
By the city and state of out-of-town banks

I. The number of the checking account
The name of the depositor
The date
The items to be deposited

J. Yes

Answers for Learning Activity 4 04/02

A. No

B. Present date

C. No

D. As fractions of one hundred

E. 2

F. When you finish writing the check

G. Check number
Date
To Blank
For Blank
Balance Brought Forward
Amount Deposited
Total
Amount this check
Balance carried forward

H. Yes

I. Subtract "Amount this Check from Total

Answers to Learning Activity #6 04/02

A. If the check is lost or stolen, if it is made out incorrectly, or if it represents payment for goods or services which have been canceled.

B. The name of the drawer, the date of the check, the amount of the check, and the name of the payee.

C. An overdraft is when a depositor writes a check for which he does not have sufficient funds to cover.

D. The bank may return the check marked Insufficient Funds and charge your account for handling the overdraft.

E. The bank statement permits you to check the accuracy of your checkbook with the bank records and to file the canceled checks as proof of the firm's payments.

F. As proof of your firm's payments.

G. See page 522 in "Secretarial Accounting" Unit 14 Secretarial Office Procedures.

Criterion Evaluation Answer Sheet:

1. The four checks should be endorsed as shown here:

FOR DEPOSIT
ONLY
LEGAL & EAGLE LAW FIRM

81-0
8-15 1978 1120

$ 100.00

DOLLARS

B. Rose

2. The completed deposit slip should appear as shown below:

Deposited With
PHILADELPHIA TRUST

Name Legal and Eagle Law Firm

Address 1933 Back Street

Town Philadelphia, PA

Date (Today's Date) 19 (This Year)

Show your account number 131-100-96

This deposit is accepted on conditions printed on back of duplicate.

CURRENCY	Dollars	Cents
SILVER		
CHECKS (Please List)		
81-0	100	00
11-2	110	00
15-5	15	00
15-9	800	00
TOTAL $	1025	00

97

Criterion Evaluation Answer Sheet Continued:

3. The check stub should be completed as shown here:

1

Date _____ 19 _____
To _____
For _____

	Dollars	Cents
Bal. Brot. For'd	600	00
Amt. Deposited	1025	00
" "		
TOTAL	1625	00
Amt. this check		
Bal. Car'd. For'd		

4. The reconciliation form should be completed as shown here.

Checks Outstanding Not Charged to Account	This form is provided to help you balance your bank statement.
No. $	1. Check Book Balance $ 1625.00
	2. Less service charges (if any) shown on statement. $ -0-
	ADJUSTED CHECK BOOK BALANCE (Item 1 less Item 2) $ 1625.00
	Bank Balance Shown on This Statement $ 600.00
	Add +
	Deposits not shown in this statement (if any)
	TOTAL $ 1025.00
	Subtract -
	Checks outstanding $ -0-
	Balance (should agree with adjusted check book balance above). $ 1625.00
TOTAL	

Criterion Evaluation Answer Sheet Continued:

5. The four checks should be prepared as shown here:

193 $300.00		
Date 19		
To John Shaft		
For Services		
	DOLLARS	CENTS
BAL. BROT. FOR.	600	00
Amt. Deposited	1025	00
" "	—	—
TOTAL	1625	00
Amt. this Check	300	00
BAL. CAR. FOR	1325	00

LEGAL & EAGLE
Law Firm
1933 Back St.
Philadelphia, PA.

193
11-1
19 1126

Pay to the order of John Shaft $300.00

Three hundred and no/100 DOLLARS

PHILADELPHIA TRUST
Philadelphia, PA.

131 1001 96

194 $100-		
Date 19		
To D.S. Hurst		
For Refund		
	DOLLARS	CENTS
BAL. BROT. FOR	1325	00
Amt. Deposited	—	—
Amt. Deposited	—	—
Total	1325	00
Amt. This Check	100	00
BAL. CAR'D FOR	1225	00

LEGAL & EAGLE
Law Firm
1933 Back St.
Philadelphia, PA.

194
11-1
19 1126

Pay to the order of D.S. Hurst $100.00

One hundred and no/100 DOLLARS

PHILADELPHIA TRUST
Philadelphia, PA.

131 1001 96

Criterion Evaluation Answer Sheet Continued:

Date $85 - 19			LEGAL & EAGLE Law Firm 1933 Back St. Philadelphia, PA. 195 11-1 19 1126
To Lee S. Balliet			
For Consultant			
	Dollars	Cents	Pay to the order of Lee S. Balliet $85.00/100
BAL. BROT. FOR	1225	00	
Amt. Deposit.	00	00	
" "			Eight-five and no cents — DOLLARS
TOTAL	1225	00	PHILADELPHIA TRUST Philadelphia, PA.
Amt. this Check	85	00	
BAL. CAR. FOR	1140	00	131 1001 96

Date $ 19			LEGAL & EAGLE Law Firm 1933 Back St. Philadelphia, PA. 11-1 19 1126
To WV Bar Assoc.			
For Dues			
	Dollars	Cents	Pay to the order of W V Bar Association $25.00/100
BAL. BROT. FOR.	1140	00	
AMT. DEPOSITED	00	00	
" "			Twenty-five and no cents DOLLARS
TOTAL	1140	00	PHILADELPHIA TRUST Philadelphia, PA.
Amt. this Check	25	00	
BAL. CARD FOR.	1115	00	131 1001 96

The student should use the current date and year to fill the blanks for date and year on the above checks.

MODULE 04: Bookkeeping Duties

Competency Statement 03: Inspect invoices for accuracy

Materials Needed:

1. Copies of invoices and original purchase orders for Learning Activity #3 and for the Criterion Evaluation.

2. Sets of merchandise delivered for Learning Activity #3 and for the Criterion Evaluation.

Textbooks Needed: None

Instructor Responsibilities:

1. Check the student's answers to the practice exercises in Student Handout 04/03/01. (Answers are on the following pages.)

2. Provide the student with an invoice, a purchase order and a set of merchandise for Learning Activity #3.

3. Check the student's work in Learning Activity #3, making certain that the student has reported all discrepancies. Correct any errors.

4. Provide the student with the materials necessary for the Criterion Evaluation. Check the student's work on the Criterion Evaluation.

5. Rate the student on the Student Checklist.

Answer Sheet Student Handout 04/03/01

1. False
2. False
3. True
4. True
5. False

MODULE 04: Bookkeeping Duties

Competency Statement 04: Prepare and post petty cash vouchers.

Materials Needed:

1. Blank petty cash receipts for Learning Activity #3.
2. A petty cash box with some play money and some completed petty cash receipts in it for Learning Activity #3 and for Learning Activity #5.
3. Blank petty cash vouchers for Learning Activity #5.
4. Client records for Learning Activity #5.

Textbooks Needed:

1. Secretarial Office Procedures

Instructor Responsibilities:

1. Check the student's answers to the questions in Learning Activity #2. (Answers are on the following pages.)
2. Provide each pair of students with blank petty cash receipts and a petty cash box with some play money in it for Learning Activity #3.
3. Observe the students' role playing activities for Learning Activity #3 and check the receipts to make sure they are accurately completed. Correct any errors.
4. Check the student's answers to the practice exercises in Student Handout 04/04/01. (Answers are on the following pages.)
5. Provide the student with blank petty cash vouchers, client records and petty cash receipts from a petty cash box for Learning Activity #5.
6. Check the student's work in Learning Activity #5, making sure that the student has chosen the correct expenditures to charge, and that the vouchers are filled out and posted accurately. Correct any errors.

04/04 - Page 2

7. Check the student's work on the Criterion Evaluation. (Answers are on the following pages.)

8. Rate the students on the Student Checklist.

Answers to Learning Activity #2 04/04

A. 1. Write a check payable to Petty Cash for the amount to be placed in the fund, $25.00 for example. The check may be written by your supervisor if you are not responsible for writing checks.

2. Have the check signed by an authorized person and cashed at the firm's bank.

3. Place the money in the petty cash box.

B. The person receiving the money

C. Yes

D. To replenish the fund, follow these steps:

1. Add all receipts and count the cash in the petty cash box.

2. "Prove" the petty cash fund by adding the amount of cash on hand to the total of all petty cash receipts. The sum should equal the amount originally set aside for the fund.

3. Prepare a summary report of petty cash expenditures and attach the receipts for them.

4. Write a check payable to "Petty Cash" for the total amount of the receipts shown in the summary report.

5. Submit the summary report and the attached receipts to your employer with the check payable to the petty cash fund.

6. After your employer has signed the check, cash it and place the money in the petty cash box, thus replenishing the fund.

Answers Student Handout 04/04/01

Acct. No. 6129

1. Acct. No. 6129
   Client: Morgan Merchandise Manufacturers
   Date: 8/29/78
   x Other Cab Fare
   Amount : 6.25

2. Acct. No. 6007
   Client : Lawson, Vickie
   Date: 8/24/78
   x Postage
   Amount: $ 2.07
   Authorized by Sarah Mason

3. Acct. No. A 006
   Client Office Entertainment
   Date: 8/29/78
   x Other Office Entertainment
   Authorized by Daniel Davis

Answer Sheet to Criterion Evaluation:

PETTY CASH VOUCHER

Acct. No. 1532
Client A. Mellon

Date July 13, 1978

Purpose
__Messenger __Postage
x Transportation __Telegram
__Other _____

Amount $8.00/100

Authorized by _____

Voucher Prepared by Your Name

PETTY CASH VOUCHER

Acct. No. 1968
Client P. Galore

Date July 14, 1978

Purpose
__Messenger __Postage
__Transportation __Telegram
x Other Copy of Court Documents

Amount $5.50/100

Authorized by _____

Voucher Prepared by Your Name

Answer Sheet to Criterion Evaluation:

PETTY CASH VOUCHER

Acct. No. 1839
Client John Smith

Date July 14, 1978

Purpose
__Messenger __Postage
__Transportation __Telegram
x Other True Copy

Amount $10.00/100

Authorized by _____

Voucher Prepared by Your Name

PETTY CASH VOUCHER

Acct. No. 1111
Client Eddy Ford

Date July 17, 1978

Purpose
__Messenger __Postage
__Transportation __Telegram
x Other Recording Fee

Amount $15.00/100

Authorized by _____

Voucher Prepared by Your Name

Answer Sheet to Criterion Evaluation:

PETTY CASH VOUCHER

Acct. No. 1953
Client Michael D. Parsons

Date July 20, 1978

Purpose
__Messenger
__Transportation
__Other
X Postage
__Telegram

Amount $1.50 700

Authorized by

Voucher Prepared by Your Name

PETTY CASH VOUCHER

Acct. No.
Client

Date

Purpose
__Messenger
__Transportation
__Other
__Postage
__Telegram

Amount

Authorized by

Voucher Prepared by

MODULE 04: Bookkeeping Duties

Competency Statement 05: Initiate and maintain client account sheets.

Materials Needed:

1. Blank account sheets for Learning Activity #3.
2. Records of expenditures for Learning Activity #3.

Textbooks Needed: None

Instructor Responsibilities:

1. Check the student's answers to the practice exercises in Student Handout 04/05/01. (Answers are on the following pages.)
2. Provide blank client account sheets and records of expenditures for Learning Activity #3.
3. Check the student's work in Learning Activity #3, making sure that all computations and recordations have been done with 100% accuracy. Correct any errors.
4. Check the student's work on the Criterion Evaluation. (Answers are on the following pages.)
5. Rate the student on the Student Checklist.

STUDENT HANDOUT ANSWER SHEET 04/05/01

1. True A

   False B

   False C

   True D

   False E

2. (See attached sheet for answers)

Answers Student Handout 04/05/01 - Page 2

2. KETTLE, MARK L. vs. MARSHA KETTLE
610.2

DATE	SERVICE	TIME CHARGES OR FEE	DISBURSEMENTS	MISCELL-ANEOUS CHARGES	PAYMENTS
8/1/78	Consultation 1.25 hrs. $40/hour	50.00			
8/8/78	Agreement written 2.5 $40/hour	100.00			
8/11/78	Court Fee		50.00		
8/11/78	Copies		1.75		
8/12/78	Witness, Dr. John Psychic		100.00		

Criterion Evaluation Answer Sheet:

The client account sheets you will need are shown on the attached pages.

LUDLUM, JOHN
1523

DATE	SERVICE	1 TIME CHARGES OR FEE	2 DISBURSEMENTS	3 MISCELLANEOUS CHARGES	4	5 PAYMENTS
/10/78	Title Search - 2hours - $100/hr	200 00				

STILLS, STEVE
1611

DATE	SERVICE	1 TIME CHARGES OR FEE	2 DISBURSEMENTS	3 MISCELLANEOUS CHARGES	4	5 PAYMENTS
7/10/78	Research 1.5 hours - $100/hr.	150.00				
9/10/78	Court Appear. 3 hours - $100/hr.	300.00				

SONGER, OPAL
1700

DATE	SERVICE	1 TIME CHARGES OR FEE	2 DISBURSE-MENTS	3 MISCELL-ANEOUS CHARGES	4	5 PAYMENTS
7/10/78	Divorce- 1.5 hours- $100/hr	150.00				

DILLMAN, BRAD
1516

DATE	SERVICE	1 TIME CHARGES OR FEE	2 DISBURSEMENTS	3 MISCELLANEOUS CHARGES	4	5 PAYMENTS
7/10/78	Civil Suit - 1 hour - $100/hr	100.00				

RED, JOHN W.
1863

DATE	SERVICE	1 TIME CHARGES OR FEE	2 DISBURSEMENTS	3 MISCELLANEOUS CHARGES	4	5 PAYMENTS
9/6/75	Research - 3 hours - $100/hr	300.00				

HURST, DOROTHY S.
1955

DATE	SERVICE	1 TIME CHARGES OR FEE	2 DISBURSEMENTS	3 MISCELLANEOUS CHARGES	4	5 PAYMENTS
9/10/78	Court Appear.-7hours-$100/hr	700.00				

MODULE 04: Bookkeeping Duties

Competency Statement 06: Prepare Client Statements

Materials Needed:

1. Blank client statement forms for Learning Activity #3.
2. Completed client account sheets for Learning Activity #3.

Textbooks Needed: None

Instructor's Responsibilities:

1. Check the student's answers to the practice exercises in Student Handout 04/06/01. (Answers are on the following pages.)
2. Provide the student with blank client statement forms and completed client account sheets for Learning Activity #3.
3. Check the student's work on Learning Activity #3. Make sure that the student has transferred all the figures correctly and that the client account sheets are in the proper form.
4. Check the student's work on the Criterion Evaluation. (Answers are on the following pages.)
5. Rate the student on the Student Checklist.

ANSWERS TO CRITERION EVALUATION

The statements should look like the ones shown below:

RICH & FAMOUS
Attorneys at Law
619 Banking Square
1525 Main Boulevard
State Capitol, WV
555-6127

(TODAY'S DATE)

RACHEL GRUMPPE
413 Herrick St.
Bluebramble, WV

For services rendered, out charges to date are:

TIME CHARGES OR FEES	$480.00
DISBURSEMENTS	111.90
TOTAL	$591.90

Itemization of charges can be found on the attached page.

Rachel Grumppe - #4127

Date	Service	Time Charges or Fees	Disbursements	Payments
3/15	Mike Thomasson, 2 hrs. @ $60/hr.	$120.00		
3/15	Machine Copies		$4.25	
3/15	Long Distance		$7.65	
3/20	Mike Thomasson, 6 hrs. @ $60/hr.	$360.00		
3/20	Expert Witness Fee		$100.00	
	TOTALS	$480.00	$111.90	

RICH & FAMOUS
Attorneys at Law
619 Banking Square
1525 Main Boulevard
State Capitol, WV
555-6127

(TODAY'S DATE)

MORRIS AUTRY
6131 Masonic Avenue
Shenandoah, WV

For services rendered, out charges to date are:

Time Charges or Fees	$260.00
Disbursements	$154.25
TOTAL	$414.25

Itemization of charges can be found on the attached page

Morris Autry #602.7

Date	Service	Time Charges or Fees	Disbursements	Payments
3/3	Charles Goldsmith, 2½ hrs. @ $40/hr	$100.00		
3/6	Charles Goldsmith, 4 hrs. @ $40/hr.	$160.00		
3/7	Court Costs		$50.00	
3/8	Travel, C. Goldsmith		$63.50	
3/8	Lodging, C. Goldsmith		$27.50	
3/9	Machine Copies		$ 4.75	
3/13	Messenger		$ 8.50	
	TOTALS	$260.00	$154.25	

RICH & FAMOUS

(TODAY'S DATE)

Sandy Hardman
1127 Perfect Place
Little River, WV

For Services rendered, out charges to date are:

Time Charges or Fees	$300.00
Disbursements	60.21
TOTAL	$360.21
Payment	150.00
TOTAL	$210.21

Answers to Criterion Evaluation - Page 4

Sandy Hardman, #4562.1

DATE	SERVICE	TIME CHARGES OR FEES	DISBURSE-MENTS	PAYMENTS
1/7	John Stewart, 2 hrs. @ $50/hr.	$100.00		
1/7	Long Distance		$ 4.36	
1/8	Cover Costs		$50.00	
1/8	John Stewart, 4 hrs. @ $50/hr.	$200.00		
1/10	Payment, Ck. #273			$150.00
1/12	Machine copies		$ 3.25	
1/12	Telegram		$ 2.60	
	TOTALS	$300.00	$60.21	$150.00

STUDENT HANDOUT ANSWER SHEET - 04/06/01

Williams, I. N., #1622

DATE	SERVICE	TIME CHARGES OR FEES	DISBURSE-MENTS	PAYMENTS
12/21	Dana Lowen-click 3.25 hrs. @ $50/hr.	$162.50		
12/22	Long dis-tance call		$ 4.21	
12/27	Dana Lowen-click 1.5 hrs. @ $50/hr.	$ 75.00		
12/29	Machine copies		$ 1.35	
12/31	Court costs		55.00	
	TOTALS	$237.50	$ 60.56	$ 00.00

STUDENT HANDOUT ANSWER SHEET - 04/06/01 - Page 2

Parsons, Earl, #1107.2

DATE	SERVICE	TIME CHARGES OR FEES	DISBURSE-MENTS	PAYMENTS
4/12	Charles Barker 4.5/ hrs. @ $45/hr	$202.50		
4/17	Machine copies		$ 3.45	
4/17	Long distance call		7.28	
4/18	Check #723			$175.00
4/21	Charles Barker 2.25/ hrs. @ $45/hr	$101.05		
4/21	Messenger		4.50	
	TOTALS	$303.55	15.23	$175.00

MODULE 04: Bookkeeping Duties

Competency Statement 07: Prepare tax withholding forms

Materials Needed:

1. State withholding tax forms for the current year for Learning Activity #3 and for the Criterion Evaluation
2. Federal withholding tax forms for the current year for Learning Activity #5 and for the Criterion Evaluation.
3. A typewriter.

Textbooks Needed:

1. State tax tables for the current year.
2. Federal tax tables for the current year.

Instructor Responsibilities:

1. Lecture on using state tax tables and on preparing state withholding tax forms.
2. Give a quiz on using state tax tables and on preparing state withholding tax forms. All students must pass the quiz.
3. Provide state withholding tax forms and specifications for completing the forms for Learning Activity #3.
4. Check the student's work on Learning Activity #3. Correct any errors.
5. Lecture on using federal tax tables and on preparing federal withholding tax forms.
6. Give a quiz on using federal tax tables and on preparing federal withholding tax forms. All students must pass the quiz.
7. Provide federal tax withholding forms and specifications for completing the forms for Learning Activity #5.

04/07 - Page 2

8. Check the student's work on Learning Activity #5. Correct any errors.

9. Provide state and federal tax forms for the Criterion Evaluation and specifications for completing them.

10. Check the student's work on the Criterion Evaluation.

11. Rate the student on the Student Checklist.

MODULE 04: Bookkeeping Duties

Competency Statement 08: Prepare office payroll

Materials Needed:

1. A blank payroll register for Learning Activity #3 and for the Criterion Evaluation.
2. A completed payroll register for Learning Activity #5.
3. Employees' earning records with the headings filled in for Learning Activity #5 and for the Criterion Evaluation.
4. A supply of payroll checks for the Criterion Evaluation.
5. A typewriter.

Textbooks Needed:

1. Tax tables for the current year.

Instructor Responsibilities:

1. Lecture on preparing the payroll register.
2. Give a quiz on preparing the payroll register. All students must pass the quiz.
3. Provide a payroll register and specifications for filling it in for Learning Activity #3.
4. Check the student's work on Learning Activity #3. Correct any errors.
5. Lecture on posting information to employee's earnings records.
6. Give a quiz on posting information to employee's earnings records. All students must pass the quiz.

7. Provide a completed payroll register and employees' earnings records with the headings filled in for Learning Activity #5, and specifications for completing it.

8. Check the student's work on Learning Activity #5. Correct any errors.

9. Provide a payroll register and employees' earnings records with the headings filled in for the Criterion Evaluation.

10. Check the student's work on the Criterion Evaluation.

11. Rate the student on the Student Checklist.

MODULE 05: Filing Duties

Competency Statement 01: Establish a desk directory

Materials Needed:

1. A card file for Learning Activity #3 and for the Criterion Evaluation.
2. A list of persons, agencies, and firms associated with a law firm for Learning Activity #3.
3. A typewriter.

Textbooks Needed:

1. Telephone directory

Instructor Responsibilities:

1. Check the student's work on the practice exercises in Student Handout 05/01/01. (Answers are on the following pages.)
2. Provide a card file and a list of persons, agencies, and firms associated with a law firm for Learning Activity #3.
3. Check the student's work on Learning Activity #3, making sure that the information on the card is correct and that the cards are arranged in the correct order. Correct any errors.
4. Provide a card file for the Criterion Evaluation.
5. Check the student's work on the Criterion Evaluation. (Answers are on the following pages.)
6. Rate the student on the Student Checklist.

ANSWERS TO STUDENT HANDOUT 05/01/01

1. Susan Blackman; Martha James; Allen Thomas; Jane Thomas; Benny Thompson.

2. a. Allison's Terrific Typewriters

   b. City Police

   c. Clark, Casey & Corey

   d. Fire Department

   e. Wicker, Taft & Waller

3.

DAVID McHARDY, INC. 555-7689

Jane Lawson, Service Manager - ext. 696
Bob Mason, Parts Dept. - ext. 437
Ellen Wegman, General Manager - ext. 361

210 Small Building
629 Grant Street
Leesville, West Virginia

Criterion Evaluation Answers:

ANDERSON, MIKE 967-3124

1711 Main St.
Painelle, WV

BUREAU OF VITAL STATISTICS 348-1681

James Gardner, Ext. 24
Adrian Carter, Ext. 31
William R. Chase, Ext. 29
Kathy McKown, Ext. 26

WV State Capitol Bldg.
Charleston, WV

CHANDLER, GILBERT 836-5930

P.O. Box 37
Ashford, WV

ATTORNEY

ELKINS, IRA 696-3170

2032 Lincoln Ave.
Huntington, WV

ATTORNEY

FEDERAL BLDG. 343-6181

500 Quarrier St.
Charleston, WV

Criterion Evaluation Answers Continued:

INSURANCE COMMISSION 348-3386

1800 Washington St., E.
Charleston, West Virginia

INTERNAL REVENUE SERVICE 1-800-642-1931

Tax Information and Forms

KOMONS, MARY 962-2317

101 37th St., S.E.
Romney, West Virginia

ATTORNEY

LANE, WEST AND L'AIR 767-7458

1117 Ivywood Lane
Wheeling, West Virginia

MCLEARY, RUSSELL 347-3179

131 Blackwell Dr.
Fairmont, WV

Criterion Evaluation Answers Continued:

MOORE, PAUL	892-7715
514 Poplar Dr. Summersville, WV	

PHILLIPS, MEGAN	371-4105
2120 Scott Blvd. Beckley, WV BAIL BOND SERVICE	

QUILLEN, BENJAMIN	555-2173
3983 Park Ave. Elkins, WV ATTORNEY	

STATE TAX DEPARTMENT	348-5330
Capitol Bldg. Charleston, WV LEGAL DIVISION	

The cards should appear in the order and format shown. Card numbers 2, 4, 8, 9, 11, 18, 21, 24 will vary due to the fact the student needs to supply local names, addresses and/or telephone numbers.

MODULE 05: Filing Duties

Competency Statement 02: Establish a file of legal forms

Materials Needed:

1. 3 legal sized three-ring notebooks
2. One copy of each form provided in the instructor's guide to Module 07 and Module 08 for Learning Activity #3 and for the Criterion Evaluation.
3. File folders.

Textbooks Needed: None

Instructor Responsibilities:

1. Check the student's work on the practice exercises in Student Handout 05/02/01. (Answers are on the following pages.)
2. Provide file folders and copies of legal forms for Learning Activity #3.
3. Check the student's work on Learning Activity #3, making sure that the forms are placed in the right folder and arranged correctly.
4. Check the student's work on the Criterion Evaluation.
5. Rate the student on the Student Checklist.

ANSWERS TO STUDENT HANDOUT 05/02/01

1. False
2. False
3. True
4. True
5. False

MODULE 05: Filing Duties

Competency Statement 03: Establish and keep alphabetic system of filing

Materials Needed:

1. Papers that would be filed in alphabetic files for Learning Activity #3, Learning Activity #5 and for the Criterion Evaluation.
2. File folders and file guides for Learning Activity #3 and for the Criterion Evaluation.
3. Materials to make charge-out cards for Learning Activity #3 and for the Criterion Evaluation.
4. A file drawer for the Criterion Evaluation.
5. A set of alphabetic files for Learning Activity #5.

Textbooks Needed: None

Instructor Responsibilities:

1. Check the student's work on the practice exercises for Student Handout 05/03/01. (Answers are on the attached pages.)
2. Provide file folders, file guides, materials to make charge-out cards and papers to be filed in alphabetic files for Learning Activity #3.
3. Check the student's work on Learning Activity #3, making sure that the charge out cards are prepared correctly, the file titles are appropriate and the files are arranged in the right order. Correct any errors.
4. Check the student's work on the practice exercises in Student Handout 05/03/02. (Answers are on the following pages.)

05/03 - Page 2

5. Provide a set of alphabetic files and papers to be filed for Learning Activity #5.

6. Check the student's work on Learning Activity #5, making sure that all papers are put in the right place in the right folder. Correct any errors.

7. Provide a file drawer of alphabetic files and papers which need to be filed for the Criterion Evaluation.

8. Check the student's work on the Criterion Evaluation.

9. Rate the student on the Student Checklist.

ANSWERS TO STUDENT HANDOUT 05/03/01

1. False
2. True
3. True
4. True
5. False
6. True

A suggested arrangement for the papers is:

Bills - file #3 and #5 here
Client Account Sheets - file #10 here
Payroll records - January - March, 1978 - file #8 here
Payroll records - April - June, 1978 - file #9 here
Receipts - file #4 here
Speeches - file #6 here
Tax forms - Business & operating tax - file #2 here
Tax forms - Estimated taxes - files #1 and #7 here

The same titles should be placed on the charge-out cards.

Any reasonable arrangement designed by the student is acceptable.

ANSWERS TO STUDENT HANDOUT 05/03/02

A. Billing forms; client account sheets; corporation minutes; expense accounts; invoices; payroll records; personal correspondence; tax forms; tax reports; wills.

B. 1. Tax reports, personal

2. Logbook

3. Bills

4. Expense accounts, placed between "Charlotte, NC, trip" and "Logbook."

5. Tax forms, state, placed between "Tax forms, federal" and "Tax reports, personal."

6. Tax forms, federal

7. Charlotte, NC trip

8. Expense accounts, cross-referenced in Charlotte, NC trip

9. Receipts

10. Bills

MODULE 05: Filing Duties

Competency Statement 04: Establish and maintain numerical system of filing

Materials Needed:

1. Client materials which need to be filed for Learning Activity #3, Learning Activity #5 and for the Criterion Evaluation.

2. File folders for Learning Activity #3 and for the Criterion Evaluation.

3. A logbook and index cards for Learning Activity #3 and for the Criterion Evaluation.

4. Materials to make charge-out cards for Learning Activity #3 and for the Criterion Evaluation.

5. A set of client filed for Learning Activity #5.

Textbooks Needed: None

Instructor Responsibilities:

1. Check the student's work on the practice exercises in Student Handout 05/04/01. (Answers are on the following pages.)

2. Provide file folders, index cards, a logbook, materials to make charge-out cards and materials to be filed for Learning Activity #3.

3. Check the student's work on Learning Activity #3, making sure that the file folders, the cross-reference index, the logbook, and the charge-out cards are prepared right. Correct any errors.

4. Check the student's work on the practice exercises in Student Handout 05/04/02. (Answers are on the following pages.)

5. Provide a set of client files and materials to be filed for Learning Activity #5.

6. Check the student's work on Learning Activity #5, making sure that the papers are placed in the

correct position in the proper folders. Correct any errors.

7. Provide file folders, a logbook, a card file, materials to make charge out cards and materials to be filed for the Criterion Evaluation.

8. Check the student's work on the Criterion Evaluation.

9. Rate the student on the Student Checklist.

ANSWERS TO STUDENT HANDOUT 05/04/01

1. False
2. False
3. True
4. False
5. False
6. False

ANSWERS TO STUDENT HANDOUT 05/04/02

1. Making the copies look exactly like the original by writing in dates, signatures and other missing information.

2. Write (NOTORIAL SEAL) at the left of the seal.

3. Ask your employer if the notation: "County Clerk's Certificate for _____ County, State of _____ _____ attached to original" is adequate or whether the entire certificate should be copied and attached to the copies of the document.

4. Chronological order with the oldest on the bottom.

5. 2 3/4 inches.

MODULE 05: Filing Duties

Competency Statement 05: Obtain material or information from files.

Materials Needed:

1. Sets of alphabetical and numerical filed for Learning Activity #3, Learning Activity #5 and for the Criterion Evaluation.

2. Requests for materials or information from files for Learning Activity #3 and for the Criterion Evaluation.

3. Materials removed from the files for Learning Activity #5.

4. Materials to prepare charge-out cards for Learning Activity #5 and for the Criterion Evaluation.

Textbooks Needed: None

Instructor Responsibilities:

1. Check the student's work on the practice exercises in Student Handout 05/05/01. (Answers are on the following pages.)

2. Provide sets of alphabetical and numerical files and requests for materials for Learning Activity #3.

3. Check the student's work on Learning Activity #3, making sure that all the correct information is found.

4. Check the student's work on the practice exercises in Student Handout 05/05/02. (Answers are on the following pages.)

5. Provide a set of files, papers removed from the files and materials to make charge-out cards for Learning Activity #5.

6. Check the student's work on Learning Activity #5, making sure that a charge-out card is properly completed for each item. Correct any errors.

7. Provide sets of files, requests for material or information from the files and charge-out cards for the Criterion Evaluation.

8. Check the student's work on the Criterion Evaluation.

9. Rate the student on the Student Checklist.

ANSWERS TO STUDENT HANDOUT 05/05/01

1. Look in alphabetical files, find the folder for tax reports, 1975, and locate the estimated tax report for the third quarter. Copy the total onto your steno pad.

2. Look in the alphabetic cross-reference file to find Keith Smith's file number. Locate the file in the numerical files and read through the file until you find the amount of child support. Copy it onto your steno pad.

3. Look in the alphabetical cross-reference file to find Mike Miller's file number. Locate the file in the numerical files and read through the file until you find the name of the executor. Copy it onto the steno pad.

4. Look in the alphabetical files to find the folder which contains information on office furniture. Read through the file and find the cost of the file cabinets. Copy it onto the steno pad.

5. Look in the alphabetic cross-reference file to find David Hastings file number. Locate the file in the numerical files. Read through the file until you find the trial date. Copy it onto your steno pad.

STUDENT HANDOUT ANSWER SHEET 05/05/02

2556		
person requesting file	removed by	date out
Marcus Mayer	You	Today

4132		
person requesting file	removed by	date out
Tom Bigman	you	today

4765		
person requesting file	removed by	date out

STUDENT HANDOUT ANSWER SHEET 05/05/02 - Page 2

6754		
person requesting file	removed by	date out
Doris Daniel	You	Today

File Number 226
Client Name Carol Lee Lawton

Document Removed Medical Reports

Person Requesting Document
I. L. Gettem

Removed By You

Date Out Today

File Number 4765
Client Name Deanna Davis

Document Removed Police Report

Person Requesting Document
Louise Potter

Removed By You

Date Out Today

STUDENT HANDOUT ANSWER SHEET 05/05/02 - Page 3

File Number 7980
Client Name State v. Jack Johnson

Document Removed Police Report

Person Requesting Document J. Martin

Removed By You

Date Out Today

File Number _____
Client Name _____

Document Removed _____

Person Requesting Document _____

Removed By _____

Date Out _____

MODULE 05: Filing Duties

Competency Statement 06: Find and refile materials lost in files.

Material Needed:

1. Sets of alphabetical and numerical files and a list of papers which have been misfiled for Learning Activity #3 and for the Criterion Evaluation.

Textbooks Needed: None

Instructor Responsibilities:

1. Check the student's work on the practice exercises in Student Handout 05/06/01. (Answers are on the following pages.)
2. Provide sets of alphabetical and numerical files and a list of materials which have been misfiled for Learning Activity #3.
3. Check the student's work on Learning Activity #3, making sure that all material is replaced in its proper position. Correct any errors.
4. Provide sets of alphabetical and numerical files and a list of papers which have been misfiled for the Criterion Evaluation.
5. Check the student's work on the Criterion Evaluation.
6. Rate the student in the Student Checklist.

ANSWERS TO STUDENT HANDOUT 05/06/01

A. 1. False

2. True

3. True

4. False

5. False

B. 1. Check the file folder to make sure that the document or the charge-out card for the document has not been placed in the wrong position in the folder; check in the folders two or three years before and after 1974 to see if it has been misfiled; check two or three folders before and after the file; check in the bottom, front, and back of the file drawer; check to see if it could have been transferred; ask others in the office.

2. Check the folder to be sure that the document or the charge-out card for the document has not been placed in the wrong position in the folder; check in 2 or 3 folders in front of and behind the file; check between the folders, in the bottom of the drawer and in the front and back of the drawer; check in the cross-reference file for clients who have similar names and check their folders; check in file numbers similar to 4335, such as 4435, 4355, 3435, 4553, etc.; check in the logbook to see if the document has been transferred or discarded; ask others in the office.

MODULE 05: Filing Duties

Competency Statement 07: Transfer and discard files

Materials Needed:

1. Drawer of active files which need to be updated for Learning Activity #3 and for the Criterion Evaluation.

2. Drawer of inactive files for Learning Activity #5 and for the Criterion Evaluation.

Textbooks Needed: None

Instructor Responsibilities:

1. Check the student's work on the practice exercises in Student Handout 05/07/01. (Answers are on the following pages.)

2. Provide a file which needs to be updated for Learning Activity #3.

3. Check the student's work on Learning Activity #3, making sure that the records are separated properly. Correct any errors.

4. Check the student's work on the practice exercises in Student Handout 05/07/02. (Answers are on the following pages.)

5. Provide a set of files which must be transferred or discarded for Learning Activity #5.

6. Check the student's work on Learning Activity #5, making sure that the appropriate materials are discarded, and that new folders and cross-referencing materials are properly made. Correct any errors.

7. Provide sets of active and inactive files and other necessary materials for the Criterion Evaluation.

8. Check the student's work on the Criterion Evaluation.

9. Rate the student on the Student Checklist.

ANSWERS TO STUDENT HANDOUT 05/07/01

1. A
2. A
3. A
4. I
5. I
6. I
7. A
8. A
9. I
10. I

STUDENT HANDOUT 05/07/02 ANSWER SHEET

The files should be placed in this order:

IF 113

IF 163

IF 312

The cards should be placed in this order:

Ball, Larry

Martin, Leslie

McMullen, Mark

STUDENT HANDOUT 05/07/02

INACTIVE FILES

NUMBER	NAME	DATE
IF 113	Martin, Leslie	Today
IF 163	McMullen, Mark	Today
IF 312	Ball, Larry	Today

MC MULLEN, Mark IF 163

255 Cameron Avenue
Capital City, WV 25399
925-5525

McMullen, Mark V. Sally Mc Mullen

DIVORCE

Closed
Date: (Today)

STUDENT HANDOUT 05/07/02

MARTIN, Leslie IF 113

3369 Maple Avenue
Middletown, WV
555-9601

PERSONAL INJURY

Closed
Date: (Today)

BALL, Larry IF 312

507 Hamilton Street
Churchville, WV
555-9973

ESTATE

Closed
Date: (Today)

IF 163	Mc Mullen, Mark	10/30/74	Closed	Today
IF 113	Martin, Leslie	8/27/74	Closed	Today
IF 312	Ball, Larry	8/14/76	Closed	Today

MODULE 06: Dictation and Typing Duties

Competency Statement 01: Take dictation at the typewriter.

Materials Needed:

1. Typewriter
2. Legal Forms

Textbooks Needed: None

Instructor Responsibilities:

1. Check the student's exercises in Learning Activity #2.
2. Check the student's work in the Criterion Evaluation.
3. Rate the student on the Student Checklist.

MODULE 06: Dictation and Typing Duties

Competency Statement 02: Take dictation of and transcribe telephone calls.

Materials Needed:

1. Tapes of telephone calls.
2. Telephone message forms.

Textbooks Needed: None

Instructor Responsibilities:

1. Check the student's exercises in Learning Activity #2.
2. Check the student's work in Learning Activity #3.
3. Check the student's answers to the exercises in Learning Activity #4.
4. Check the student's work in the Criterion Evaluation.
5. Rate the student on the Student Checklist.

MODULE 06: Dictation and Typing Duties

Competency Statement 03: Operate a dictating machine

Materials Needed:

1. Desk-top dictating machine
2. Portable dictating machine
3. Transcribing machine

Textbooks Needed:

1. Word Processing in the Modern Office

Instructor Responsibilities:

1. Check the student's answers to the questions in Learning Activity #2.
2. Lecture on the operation of dictating machines.
3. Administer and grade a quiz on the operation of dictating machines.
4. Check the student's work in Learning Activity #4.
5. Check the student's work in the Criterion Evaluation.
6. Rate the student on the Student Checklist.

MODULE 06: Dictation and Typing Duties

Competency Statement 04: Type letters

Materials Needed:

1. Letter in longhand
2. Letter to be dictated in shorthand
3. Letter on a dictating machine
4. Typewriter

Textbooks Needed:

1. Secretarial Office Procedures
2. Word Processing in the Modern Office

Instructor Responsibilities:

1. Check the student's answers to the questions in Learning Activity #2.
2. Check the student's answers to the questions in Learning Activity #3.
3. Check the student's answers to the questions in Learning Activity #4.
4. Check the student's typing in Learning Activities 5-7.
5. Check the student's work in the Criterion Evaluation.
6. Rate the student on the Student Checklist.

MODULE 06: Dictation and Typing Duties

Competency Statement 05: Typing memoranda

Materials Needed:

1. Memorandum in longhand
2. Memorandum to be dictated in shorthand
3. Memorandum on a dictating machine
4. Typewriter

Textbooks Needed: None

Instructor Responsibilities:

1. Check the student's exercises in Learning Activity #2.
2. Check the student's typing in Learning Activity #3.
3. Dictate memorandum and check the student's typing in Learning Activity #4.
4. Check the student's typing in Learning Activity #5.
5. Check the student's work in the Criterion Evaluation.
6. Rate the student on the Student Checklist.

MODULE 06: Dictation and Typing Duties

Competency Statement 06: Type reports

Materials Needed:

1. Report in longhand
2. Report to be dictated in shorthand
3. Report on a dictating machine
4. Typewriter

Textbooks Needed: None

Instructor Responsibilities:

1. Check the student's exercises in Learning Activity #2.
2. Check the student's typing in Learning Activity #3.
3. Dictate report and check the student's typing in Learning Activity #4.
4. Check the student's typing in Learning Activity #5.
5. Check the student's work in the Criterion Evaluation.
6. Rate the student on the Student Checklist.

MODULE 06: Dictation and Typing Duties

Competency Statement 07: Type tax reports

Materials Needed:

1. State and Federal tax reports and the information to complete them.
2. Typewriter.

Textbooks Needed: None

Instructor Responsibilities:

1. Lecture on typing state personal income tax forms.
2. Administer and grade quiz on state personal income tax forms in Learning Activity #2.
3. Check the student's work in Learning Activity #3.
4. Lecture on typing federal income tax forms.
5. Administer and grade quiz on federal income tax forms in Learning Activity #4.
6. Check the student's work in Learning Activity #5.
7. Lecture on typing state estimated tax forms.
8. Administer and grade quiz on state estimated tax forms in Learning Activity #6.
9. Check the student's work in Learning Activity #7.
10. Lecture on typing federal estimated tax forms.
11. Administer and grade quiz on federal estimated tax forms in Learning Activity #8.

06/07 - Page 2

12. Check the student's work in Learning Activity #9.
13. Check the student's work in the Criterion Evaluation.
14. Rate the student on the Student Checklist.

MODULE 06: Dictation and Typing Duties

Competency Statement 08: Operate a magnetic keyboard

Materials Needed:

1. Magnetic keyboard

Textbooks Needed:

1. Word Processing in the Modern Office

Instructor Responsibilities:

1. Check the student's answers to the questions in Learning Activity #2.
2. Lecture/demonstration on using a magnetic keyboard.
3. Administer and grade quiz on the above lecture/demonstration for Learning Activity #3.
4. Administer and grade quiz on the use of the magnetic keyboard in Learning Activity #4.
5. Check the student's work in the Criterion Evaluation.
6. Rate the student on the Student Checklist.

MODULE 07: Court Documents

Competency Statement 01: Prepare Complaints

Materials Needed:

1. A standard complaint form.
2. A complaint written in longhand.
3. A tape of a complaint.
4. A complaint on a dictating machine.
5. A set of employer's specifications about a complaint.
6. A typewriter.
7. A tape recorder.

Textbooks Needed: None

Instructor Responsibilities:

1. Prepare a complaint written in longhand for Learning Activity #4 and the Criterion Evaluation.
2. Prepare a tape of a complaint for Learning Activity #5 and the Criterion Evaluation.
3. Prepare a complaint on a dictating machine for Learning Activity #6 and the Criterion Evaluation.
4. Prepare a set of employer's specifications about complaints for Learning Activity #7 and the Criterion Evaluation.
5. Lecture on typing complaints.
6. Prepare quiz on lecture.

ANSWERS TO STUDENT HANDOUT

07/01/01

1. False
2. True
3. True
4. True
5. False

IN THE CIRCUIT COURT OF KANAWHA COUNTY, WEST VIRGINIA

Mae Legg Huff, Plaintiff,	)	
vs.	)	Civil Action No. BC-15-9596
J. Sammy Huff, Defendant.	)	

C O M P L A I N T

The plaintiff, Mae Legg Huff, respectfully represents as follows:

I

That she and the defendant are now and have been for more than one year next preceding the institution of this suit, actual bona fide citizens and residents of Kanawha County, West Virginia.

II

That she and the defendant were duly and legally married at South Point, Green County, Kentucky, on March 26, 1971, as will more fully and at large appear from the marriage records of said County and State for said date.

III

Your plaintiff further states and alleges that there were no children born of the marriage of the parties hereto.

IV

Your plaintiff further states and alleges that she and the defendant last lived together as husband and wife while residing at Smith Fort, Kanawha County, West Virginia; that they separated on the 12th day of September, 1978, and their separation has been continuous and uninterrupted since said date.

V

Your plaintiff further states and alleges that she and the defendant are the joint owners of a four bedroom house and 32-1/2 acres of land, located one-half mile from the main road, leading up Smith Fork, in Kanawha County, West Virginia, the value of which is approximately Twenty Thousand Dollars ($20,000.00), and on which there is an indebtedness of approximately Sixty-one Hundred Dollars ($6100.00); that they also jointly own a trailer, being 12' x 58', two bedroom, valued at approximately Thirty-eight Hundred Dollars ($3800.00) with an indebtedness of approximately Forty-five Hundred Dollars ($4500.00).

VI

Your plaintiff says that since her marriage to the defendant, the defendant has been guilty of cruel and inhuman

treatment towards the plaintiff within the meaning of Chapter 48, Article 2, Section 4, Subsection (A)(4) of the Official Code of West Virginia, and that his conduct is such as to destroy or tend to destroy the mental or physical wellbeing, happiness, and welfare of the plaintiff, and to render continued cohabitation unsafe and unendurable.

P R A Y E R

Your plaintiff, therefore, prays that the defendant, J. Sammy Huff, be made a party defendant to this suit and that he be required to answer the same; that by a proper order, duly entered herein, the defendant be required to pay the costs of this proceeding and the fee of the plaintiff's attorney for representing her; that by a final order, duly entered herein, your plaintiff be granted an absolute divorce, that is, *a vinculo matrimoni*; and that she be granted such other and further relief as the Court may deem mete.

/s/ Mae Legg Huff
Mae Legg Huff

/s/ Jerry Ford
Jerry Ford
Counsel for Plaintiff
P. O. Box 1677
South Charleston, West Virginia 25309

STATE OF WEST VIRGINIA,

COUNTY OF KANAWHA, to-wit:

This day personally appeared before me, the undersigned authority, Mae Legg Huff, who, after first being duly sworn, deposes and says that she is the plaintiff in the foregoing complaint and that the facts and allegations therein contained are true to her best knowledge and belief.

Mae Legg Huff

Taken, subscribed, and sworn to before me this 13th day of September, 1978.

My commission expires /s/ May 25, 1987.

/s/ Paul M. Bentley
Notary Public

IN THE CIRCUIT COURT OF KANAWHA COUNTY, WEST VIRGINIA

FRANK L. LOVE and CAT O. LOVE, Plaintiffs,	)	
vs.	)	Civil Action No. 15-6189
ACE TRUCKING COMPANY, INC., a West Virginia corporation, Defendant.	)	

COMPLAINT

COUNT I

1. Plaintiffs, Frank L. Love and Cat O. Love, his wife, are residents of Call, Lincoln County, West Virginia.

2. Defendant, Ace Trucking Company, Inc., is a corporation with its principle place of business at Branch, West Virginia, and is engaged in and doing business in Kanawha County, West Virginia.

3. On or about October 30, 1976, Plaintiff Frank L. Love was employed by Pennzoil Company at a well drilling site on Joe's Creek, near Tango, Lincoln County, West Virginia, at which time and place defendant's agents, servants and employees

were engaged in the process of pumping crude oil into a fracturing tank.

4. As a direct and proximate result of the negligence of defendant's agents, servants and employees at said time and place, the fracturing tank exploded and as a result of the explosion, Plaintiff's body was blown into the air and he received serious and permanent injuries.

5. As a direct and proximate result of the negligence aforesaid, the injuries which Plaintiff Frank L. Love received were injuries to his left femur, pelvis, left knee, left heel, right femur, back, head, chest and other parts of his body, which injuries are permanent and have left the Plaintiff permanently disabled. As a result of the aforesaid injuries, Plaintiff has suffered great pain of body and mind; has been hospitalized and has undergone numerous surgical procedures and has had continuous medical treatment, which expenses for same are approximately $16,598.42; has been precluded from engaging in any type of work and has lost wages as a result thereof; has been prevented from engaging in his normal and usual duties around his home and socially; and has suffered great mental anguish, humiliation, and discomfort, and in the future Plaintiff will be totally and permanently disabled and will continue to suffer pain of body and mind, mental anguish and discomfort; will be forced to

spend additional sums for hospitalization and medical treatment and will be prevented from performing his usual and customary duties. As a further proximate result of the injuries, Plaintiff's capacity to enjoy life has been impaired; his ability to perform his expected services as a husband has been diminished and impaired and will continue to be so.

WHEREFORE Plaintiff Frank L. Love demands judgment against the defendant in the amount of $625,000.00, plus interest and costs of this action.

COUNT II

1. Plaintiff Cat O. Love adopts the allegations and incorporates them herein by reference, that are set forth in Paragraphs 1, 2, 3, 4, and 5 of Count I of the Complaint.

2. As a result of the injuries to her husband, the Plaintiff Frank L. Love, Cat O. Love was forced to stop working in order that she be available to perform nursing services required by her husband and as a result, has lost income as of the present time in excess of $12,000.00. Further, she has lost the services, society, comfort, and consortium which she was legally entitled to expect and receive from her husband, Frank L. Love, as a result of his inability to render same due to his injuries, and in the future she will continue to lose wages and will continue to lose the loss of society and consortium.

WHEREFORE, Plaintiff Cat O. Love demands judgment against the defendant in the sum of $50,000.00 plus interest and costs of this action.

CAT O. LOVE

By Counsel

FRANK L. LOVE

By Counsel

Bruce Palmer
PALMER AND MIND
1701 Winding Road
Charleston, West Virginia 25153

Counsel for Plaintiff

PLAINTIFFS DEMAND TRIAL BY JURY.

MODULE 07: Court Documents

Competency Statement 02: Prepare request for summons

Materials Needed:

1. Forms for requesting that a summons be issued in a civil action..
2. A copy of a memorandum for instituting a civil action.
3. A set of employer instructions on the case.
4. A typewriter.

Textbooks Needed: None

Instructor Responsibilities:

1. Prepare a copy of a memorandum for instituting a civil action for Learning Activity #3 and the Criterion Evaluation.
2. Prepare a set of employer's instructions on the case for Learning Activity #3 and the Criterion Evaluation.

MEMORANDUM TO CLERK
FOR INSTITUTING CIVIL ACTION

To the Clerk of the _____
Court of Kanawha County, West Virginia

_____

_____ CIVIL ACTION NO. _____
(To be filled in by Clerk)

_____

_____

Plaintiffs

VS.

	Days to Answer	Type of Service (Personal, Publication, or Auditor)
_____	_____	_____
_____ Street		
_____ City and County		
_____	_____	_____
_____ Street		
_____ City and County		
_____	_____	_____
_____ Street		
_____ City and County		
_____	_____	_____
_____ Street		
_____ City and County		

Defendants

Please issue summons in the above styled action as indicated.

Original and _____ copies of complaint furnished herewith.

_____ Counsel for Plaintiff	_____ Counsel for Plaintiff
_____	_____
_____ Address	_____ Address

Date _____

MODULE 07: Court Documents

Competency Statement 03: Prepare temporary restraining orders.

Materials Needed:

1. A handwritten temporary restraining order.
2. A tape recording of a temporary restraining order.
3. A temporary restraining order on a dictating machine.
4. A set of employer's instructions on the specifications of a temporary restraining order.
5. A sample temporary restraining order.
6. A typewriter.
7. A tape player.

Textbooks Needed: None

Instructors Responsibilities:

1. Prepare a handwritten temporary restraining order for Learning Activity #4 and the Criterion Evaluation.
2. Prepare a tape recording of a temporary restraining order for Learning Activity #5 and the Criterion Evaluation.
3. Prepare a temporary restraining order on a dictating machine for Learning Activity #6 and the Criterion Evaluation.
4. Prepare a set of employer's instructions on the specifications of a temporary restraining order for Learning Activity #7 and the Criterion Evaluation.

07/03 - Page 2

5. Lecture on the typing of temporary restraining orders.
6. Prepare quiz on the lecture.

ANSWERS TO STUDENT HANDOUT 07/03/01

1. Prohibits an act from being performed.
2. A temporary restraining order is issued.
3. Before the case is heard, and is only in effect until judgment is made.
4. By the sheriff.
5. Clerk's office.

Temporary Restraining Order

MARY LEE BAXTER, Petitioner,	)	
v.	)	Civil Action No. DA-78-923
CARL DAVID BAXTER, Respondent.	)	

O R D E R

This day came petitioner, Mary Lee Baxter, by counsel, pursuant to her divorce action being heard in this Court on the 10th day of August, 1978.

Following the arguments of counsel, this Court is of the opinion to grant the preliminary injunction herein prayed for, restraining the defendant, Carl David Baxter, for ten days from interfering with the real estate of Mary Lee Baxter pending a final hearing on August 28, 1978.

It is, therefore, ADJUDGED and ORDERED that Carl David Baxter resist interfering.

ENTER _____

_____
Judge

MODULE 07: Court Documents

Competency Statement 04: Prepare answers

Materials Needed:

1. Sample answer.
2. A handwritten answer.
3. A tape recording of an answer.
4. An answer on a dictating machine.
5. Employer's specifications on an answer.
6. A typewriter.
7. A tape player.

Textbooks Needed: None

Instructors Responsibilities:

1. Prepare sample answer for Learning Activity #7 and the Criterion Evaluation.
2. Prepare a handwritten answer for Learning Activity #4 and the Criterion Evaluation.
3. Prepare a tape recording of an Answer for Learning Activity #5 and the Criterion Evaluation.
4. Prepare an answer on a dictating machine for Learning Activity #6 and the Criterion Evaluation.
5. Prepare a set of employer's specifications on an Answer.
6. Lecture on typing Answers.
7. Prepare quiz on lecture.

ANSWERS TO STUDENT HANDOUT 07/04/01

1. False
2. False
3. False
4. False

IN THE CIRCUIT COURT OF KANAWHA COUNTY, WEST VIRGINIA

JOHN HUNT, Plaintiff,	)	
v.	)	Civil Action No. BC-15-3115 1/2
GAS AND OIL, INC., a West Virginia corporation, Defendant.	)	

ANSWER OF THE DEFENDANT

As Its Answer to the Complaint of the Plaintiff filed herein, the Defendant, Gas and Oil, Inc., a corporation, alleges and states as follows:

1. The Defendant denies the allegations of Paragraphs 1 and 2 of the Plaintiff's Complaint.

2. The Plaintiff's alleged damages and injuries, if any, were as a result of the negligence of persons, firms or corporations other than this Defendant.

3. The Plaintiff was guilty of acts of negligence which proximately caused or proximately contributed to his alleged damages and injuries, if any.

4. The Plaintiff assumed the risk of his alleged damages and injuries, if any.

5. The Complaint of the Plaintiff fails to state a claim against the Defendant upon which relief may be granted for the reason that it fails to state with particularity the manner of imposing liability on the Defendant for the alleged damages and injuries.

WHEREFORE, the Defendant, Gas and Oil, Inc., a corporation, demands that the Complaint of the Plaintiff be dismissed with prejudice and that the Defendant be awarded its costs expended.

GAS AND OIL, INC.,
a West Virginia corporation

By Counsel

/s/ Dean Goodwin

DEAN GOODWIN
STOWE & ROWE
1700 Law Building
Charleston, West Virginia 25307

DEAN ROWE
11 Old Road
Columbia, South Carolina 25619

CERTIFICATE OF SERVICE

The undersigned attorney certifies that a copy of the foregoing pleading was served upon the attorney of record in the above cause by enclosing the same in an envelope addressed to said attorney at his business address as disclosed by the pleadings of record herein, the same being his last known address, with postage fully paid, and depositing said envelope in the United States Postal Service on the 11th day of September, 1978.

/s/ Dean Goodwin
DEAN GOODWIN

MODULE 07: Court Documents

Competency Statement 05: Prepare answers and counterclaims

Materials Needed:

1. A sample answer and counterclaim.
2. A handwritten answer and counterclaim.
3. A tape recording of an answer and counterclaim.
4. An answer and counterclaim on a dictating machine.
5. Employer's instructions on an answer and counterclaim.
6. A typewriter.
7. A tape player.

Textbooks Needed: None

Instructors Responsibilities:

1. Prepare sample answer and counterclaim for Learning Activity #7 and the Criterion Evaluation.
2. Prepare a handwritten answer and counterclaim for Learning Activity #4 and the Criterion Evaluation.
3. Prepare a tape recording of an Answer and Counterclaim for Learning Activity #5 and the Criterion Evaluation.
4. Prepare an Answer and Counterclaim on a dictating machine for Learning Activity #6 and the Criterion Evaluation.

07/05 - Page 2

5. Prepare a set of employer's instructions on an Answer and Counterclaim.
6. Lecture on typing Answers and Counterclaims.
7. Prepare quiz on lecture.

ANSWERS TO STUDENT HANDOUT 07/05/01

1. Defendant expresses what he or she hopes that the court will do.
2. Answer.
3. The attorney fills this out to indicate how he or she served the answer.
4. The attorney.
5. Jurisdiction, the name of the case, civil action number, and the title "Answer and Counterclaim."
6. Each allegation is treated in a separate paragraph, and the paragraphs are consecutively numbered.
7. Yes.
8. The attorney who prepared the answer and counterclaim.
9. The defendant.
10. Clerk of the Court.

IN THE CIRCUIT COURT OF KANAWHA COUNTY, WEST VIRGINIA

JO ANN McCLUNG, Plaintiff,	)	
v.	)	Civil Action No. BC-17-1516
BOBBY JOE McCLUNG, Defendant.	)	

A N S W E R

and

C O U N T E R C L A I M

Your defendant, Bobby Joe McClung, respectfully answers and avers as follows:

1. The allegations are true as set forth in Paragraphs 1, 2, 3, and 4.

2. Your defendant respectfully denies each and every other allegation contained in the complaint filed herein and demands strict proof thereof.

WHEREFORE, your defendant having fully answered the complaint filed in this action demands same be dismissed and held for naught and he be granted his costs herein expended.

C O U N T E R C L A I M

For his counterclaim your defendant, Bobby Joe McClung, respectfully alleges and avers as follows:

A. Your defendant adopts those allegations set forth in Paragraphs 1,2, 3, and 4 of the complaint filed herein and asks they be read as if set forth verbatim in this his counterclaim,

B. Defendant complains and says that the plaintiff has been guilty of cruel and inhuman treatment towards him within the meaning and context as same is set forth in Chapter 48, Article 2, Section 4 (a) (4) of the West Virginia Code of 1931, as amended, and that her actions towards him have been such as to destroy or tend to destroy his mental and physical well-being and the resumption of said co-habitation would be unsafe, unendurable and undesirable to his health, as aforesaid.

P R A Y E R

Wherefore, defendant prays that he be granted a divorce from the bonds of matrimony heretofore existing between him and the plaintiff; that plaintiff be required to pay to him a suitable sum of money as alimony; as well as a suitable sum for court costs and attorney fees; and that he be granted such other, further and general relief as the Court may seem fit.

BOBBY JOE McCLUNG, Defendant

By Counsel

/s/ John Jones

John Jones, Attorney at Law
P. O. Box 13286
Charleston, West Virginia 25301

STATE OF WEST VIRGINIA,

COUNTY OF KANAWHA, to-wit:

Bobby Joe McClung, the defendant in the foregoing Answer and Counterclaim, being first duly sworn, says that the facts and allegations therein contained are true, except insofar as they are therein stated to be upon information, and that insofar as they are therein stated to be upon information, he believes them to be true.

_____
BOBBY JOE McCLUNG

Taken, subscribed and sworn to before me this 8th day of September, 1978.

My commission expires June 3, 1984.

_____
Notary Public in and for
Kanawha County, West Virginia

CERTIFICATE OF SERVICE

I, John Jones, attorney for the defendant herein, do hereby certify that I served a true copy of the foregoing Answer and Counterclaim upon the plaintiff by mailing same to David Parsons, attorney for the plaintiff, in a postage paid envelope addressed to David Parsons, Esquire, Attorney at Law, 812 Long Street, Charleston, West Virginia 25304, and depositing same in the United States Mails this 11th day of September, 1978.

_____
John Jones

MODULE 07: Court Documents

Competency Statement 06: Prepare Answers and Cross-claims

Materials Needed:

1. A sample answer and cross-claim.
2. A handwritten answer and cross-claim.
3. A tape recording of an answer and cross-claim.
4. An Answer and Cross-claim on a dictating machine.
5. Employer's specifications on answers and cross-claims.
6. A typewriter.
7. A tape player.

Textbooks Needed: None

Instructor Responsibilities:

1. Prepare a sample answer and cross-claim for Learning Activity #4 and the Criterion Evaluation.
2. Prepare a handwritten answer and cross-claim for Learning Activity #4 and the Criterion Evaluation.
3. Prepare a tape recording of an Answer and Cross-claim for Learning Activity #5 and the Criterion Evaluation.
4. Prepare an Answer and Cross-claim on a dictating machine for Learning Activity #6 and the Criterion Evaluation.

5. Prepare a set of employer's specifications for answers and cross-claims for Learning Activity #7 and the Criterion Evaluation.
6. Lecture on typing Answers and Cross-claims.
7. Prepare quiz on leeture.

ANSWERS TO STUDENT HANDOUT 07/06/01

1. A response to a complaint when the defendant feels that he or she is not completely responsible for the damages claimed by the plaintiff.
2. The charges in answers and cross-claims are not necessarily brought against the plaintiff.
3. The attorney serves it on opposing counsel, and it is filed in the office of the clerk of the Court.

MODULE 07: Court Documents

Competency Statement 07: Prepare motions

Materials Needed:

1. A sample motion.
2. A motion written in longhand.
3. A tape recording of a motion.
4. A motion on a dictating machine.
5. A set of employer's specifications on a motion.
6. A typewriter.
7. A tape player.

Textbooks Needed: None

Instructor Responsibilities:

1. Prepare a sample motion for Learning Activity #7 and the Criterion Evaluation.
2. Prepare a handwritten motion for Learning Activity #4 and the Criterion Evaluation.
3. Prepare a tape recording of a motion for Learning Activity #5 and the Criterion Evaluation.
4. Prepare a motion on a dictating machine for Learning Activity #6 and the Criterion Evaluation.
5. Prepare a set of employer's specifications on a motion for Learning Activity #7 and the Criterion Evaluation.
6. Lecture on typing motions.
7. Prepare quiz on lecture.

ANSWERS TO STUDENT HANDOUT 07/07/01

1. To the judge or court.
2. When a motion to adjourn is made.
3. Written or oral application to a judge or court for a special action relating to a given legal matter.
4. Office of the Clerk of the Court.

IN THE CIRCUIT COURT OF KANAWHA COUNTY, WEST VIRGINIA

SMALL INDUSTIRES, INC., a West Virginia corporation, Plaintiff,	)	
v.	)	Civil Action No. 13-1762
Defendant.	)	

MOTION FOR ISSUANCE OF
RULE TO SHOW CAUSE AND FOR
ATTACHMENT OF CONTEMPT JUDGEMENT

Plaintiff represents to the Court that:

1. On september 6, 1978, this Court entered a Preliminary Injunction Order which provided in pertinent part that:

> It is ORDERED that the Defendant Ali Smitty and his agents or persons acting in concert with him or on his behalf or any person having notice thereof, is hereby enjoined, inhibited and restrained until further order of this Court from the following acts:
>
> . . . 3. Refusing to cooperate with the Sheriff of Kanawha County in the execution of the Order of Attachment which was heretofore issued in this case.

4. Concealing said truck (namely, one 1978 Chevrolet pickup truck, Serial No. CC 1338V146709) and attachments or attempting to remove said truck and attachments from Kanawha County.

2. Copies of the Preliminary Injunction Order have been served upon Ali Smitty, Paul Smitty and John Body.

3. That Job Casewit has notice and knowledge and is familiar with the contents of said Preliminary Injunction Order;

4. The Defendant and the above-named individuals, excluding Paul Smitty, have failed and refused to comply with and have disobeyed and disregarded the provisions of the Preliminary Injunction Order by refusing to cooperate with the Sheriff of Kanawha County in the execution of the Order of Attachment, which was heretofore issued in this case and by concealing said truck and its attachments.

WHEREFORE, Plaintiff moves the Court for an Order requiring Ali Smitty, John Body, and Job Casewit to answer this Motion and show cause why each of them should not be adjudged in contempt of this Court, and upon return of said Order, to adjudge said Ali Smitty, John Body, and Job Casewit in contempt of this Court for having violated and disregarded

the terms of said Preliminary Injunction Order entered by this Court on August 6, 1978, and to immediately deliver into the hands of the Plaintiff or its attorney the said truck and its attachments, which is the subject of the said Order and Attachment and further purge themselves of said contempt by payment of a fine of $1,000.00 each and the additional sum of $500.00 for each day the named individuals continue to violate the prior Order of this Court, which fines shall be in the nature of compensation to the Plaintiff and not for criminal contempt, and that Plaintiff be awarded its reasonable costs in this behalf expended, including attorney's fees; all of which sum should be made payable to Small Industries, Inc.

SMALL INDUSTRIES, INC.
a West Virginia corporation

By Counsel

_____
John Law

_____
Betty Justus
JUSTUS AND LAW
Attorneys for Plaintiff
Small Industries, Inc.
P. O. Box 55501
Charleston, West Virginia 25302

IN THE CIRCUIT COURT OF KANAWHA COUNTY, WEST VIRGINIA

JOHN HUNT,	)
Plaintiff,	)
v.	)
GAS AND OIL, INC., a West Virginia corporation,	)
Defendant.	)

ANSWER AND CROSS-CLAIM

As Its Answer to the Complaint of the Plaintiff filed herein, the Defendant, Gas and Oil, Inc., a corporation, alleges and states as follows:

1. The Defendant denies the allegations of Paragraphs 1 and 2 of the Plaintiff's Complaint.

2. The Plaintiff was guilty of acts of negligence which proximately caused or proximately contributed to his alleged damages and injuries, if any.

3. The Plaintiff assumed the risk of his alleged damages and injuries, if any.

4. The Complaint of the plaintiff fails to state a claim against the Defendant upon which relief may be granted for the reason that it fails to state with particularity the manner of imposing liability on the Defendant for the alleged damages and injuries.

CROSS-CLAIM

1. Defendant feels that he is not fully responsible for the damages and injuries, if any, that they were a result of the negligence of John Hunt, Plaintiff.

WHEREFORE, the Defendant, Gas and Oil, Inc., a corporation, demands that the Complaint of the Plaintiff be dismissed with prejudice and that the Defendant be awarded its costs expended.

GAS AND OIL, INC.,
a West Virginia corporation

By Counsel

/s/ Dean Goodwin

DEAN GOODWIN
STOWE & ROWE
1700 Law Building
Charleston, West Virginia 25307

DEAN ROWE
11 Old Road
Columbia, South Carolina 25619

CERTIFICATE OF SERVICE

The undersigned attorney certifies that a copy of the foregoing pleading was served upon the attorney of record in the above cause by enclosing the same in an envelope addressed to said attorney at his business address as disclosed by the pleadings of record herein, the same being his last known address, with postage fully paid, and depositing said envelope in the United States Postal Service on the 11th day of September, 1978.

/s/ Dean Goodwin
DEAN GOODWIN

MODULE 07: Court Documents

Competency Statement 08: Prepare notice of motion

Materials Needed:

1. A sample notice of motion.
2. A handwritten notice of motion.
3. A tape recording of a notice of motion.
4. A notice of motion on a dictating machine.
5. A set of employer's specifications on notices of motions.
6. A typewriter.
7. A tape player.

Textbooks Needed: None

Instructor Responsibilities:

1. Prepare a sample notice of motion for Learning Activity #7 and the Criterion Evaluation.
2. Prepare a handwritten notice of motion for Learning Activity #4 and the Criterion Evaluation.
3. Prepare a tape recorded notice of motion for Learning Activity #5 and the Criterion Evaluation.
4. Prepare a notice of motion on a dictating machine for Learning Activity #6 and the Criterion Evaluation.

07/08 - Page 2

5. Prepare a set of employer's specifications on a notice of motion for Learning Activity #7 and the Criterion Evaluation.
6. Lecture on typing notices of motions.
7. Prepare a quiz on lecture.

ANSWERS TO STUDENT HANDOUT 07/08/01

1. When the notice will be heard.
2. How and when the notice was served on the counsel.
3. The attorney who prepared the notice.

IN THE CIRCUIT COURT OF KANAWHA COUNTY, WEST VIRGINIA

MARK BRADLEY TRUMAN, Plaintiff,	)	
vs.	)	Civil Action No. 16,996-D
CAROL ELAINE TRUMAN, Defendant.	)	

N O T I C E

TO: MARK BRADLEY TRUMAN
P. O. Box 243
Masontown, West Virginia

TAKE NOTICE: You are hereby notified that on the 30th day of November, 1978, at 9:30 a.m., or as soon thereafter as the matter may be heard, I shall bring the within Petition on for hearing before the Honorable Robert K. Smith, Judge of the Circuit Court of Kanawha County, West Virginia, at the Courthouse of said county in the City of Charleston, West Virginia, at which time and place you may appear and defend your interests.

CAROL ELAINE TRUMAN
By Counsel

Robert Tankard
Suite 301, Stanley Building
1018 Pleasant Boulevard, East
Masontown, West Virginia 25301

Counsel for Defendant/Petitioner

MODULE 07: Court Documents

Competency Statement 09: Prepare interrogatories

Materials Needed:

1. Sample interrogatories.
2. A handwritten interrogatory.
3. A tape recording of an interrogatory.
4. An interrogatory on a dictating machine.
5. A set of employer's specifications on interrogatories.
6. A typewriter.
7. A tape player.

Textbooks Needed: None

Instructor Responsibilities:

1. Prepare a sample interrogatory for Learning Activity #7 and the Criterion Evaluation.
2. Prepare a handwritten interrogatory for Learning Activity #4 and the Criterion Evaluation.
3. Prepare a tape recording of an interrogatory for Learning Activity #5 and the Criterion Evaluation.
4. Prepare an interrogatory on a dictating machine for Learning Activity #6 and the Criterion Evaluation.
5. Prepare a set of employer's specifications for interrogatories for Learning Activity #7 and the Criterion Evaluation.

07/09 - Page 2

6. Lecture on typing interrogatories.
7. Prepare a quiz on lecture.

ANSWERS TO STUDENT HANDOUT 07/09/01

1. False
2. True
3. True
4. True
5. False

IN THE CIRCUIT COURT OF KANAWHA COUNTY, WEST VIRGINIA

BLUE CREEK BUILDERS, INC., a corporation, Plaintiff,	)	
v.	)	Civil Action No. 1A-69-2283
BASCOMB & THOMAS CO., INC., a corporation, Defendant.	)	

PLAINTIFF'S FIRST SET OF INTERROGATORIES
AND REQUEST FOR PRODUCTION OF DOCUMENTS

TO: Rita Ann Payne
Attorney for Defendant,
Bascomb & Thomas Co., Inc.
246 Main Street
Cross Lanes, West Virginia 25143

Pursuant to the provisions of Rules 33 and 34 of the West Virginia Rules of Civil Procedure, plaintiff, by counsel, requests that the defendant, Bascomb & Thomas Co., Inc., by an officer, agent, or employee thereof, answer separately, in writing and under oath, the following Interrogatories and Request for Production of Documents and that service of its answers be made upon the undersigned within thirty (30) days after service of the same upon you.

A. The Interrogatories hereinafter stated are continuing in character so as to require you to file supplementary

answers thereto if further information is obtained subsequent to the date of your response.

B. Where the name or identity of an individual is requested, please state full name and business address.

C. Unless otherwise indicated, the Interrogatories hereinafter stated refer to the time, place and circumstances of the occurrence complained of in the complaint filed herein.

D. Where knowledge, information or possession of the defendant is requested, such request includes knowledge, information or possession of the defendant's agents, servants, employees, representatives and, unless privileged, its attorneys.

E. The pronoun "you" refers to the person to whom these Interrogatories and Request for Production of Documents is addressed and the parties specified in Paragraph D above.

F. When production of a document is requested, either attach a copy thereof to your answer, or if the material requested is too cumbersome to be produced in such a manner, state whether or not you would be willing to produce such documents for inspection and copying at a time and place mutually convenient to counsel for the parties herein.

1. Did defendant engage plaintiff's service for a paving job at the Huntington, West Virginia Veteran's Hospital?

2. State the dimensions of the paving job performed by

plaintiff.

3. On what date(s) was work performed by plaintiff for defendant?

4. State the nature and scope of the work to be performed by the plaintiff.

5. State the price to be paid by defendant to the plaintiff for the work to be performed by plaintiff.

6. State the name of the party responsible for payment to plaintiff.

7. Has defendant made any payment for materials and labor supplied by plaintiff incident to the paving job at the Veteran's Hospital? If so, please state:

(a) The total sum of money paid to the plaintiff for the work which it performed.

(b) The date payment was made to the plaintiff.

(c) The amount still owing to the plaintiff.

(d) The name and address of any party retaining such sums still due and owing to plaintiff.

8. State the factual reason(s) why defendant denies the allegations of Paragraph 3 of the Complaint.

9. State the factual reason(s) why defendant denies the allegations of Paragraph 8 of the Complaint.

10. Please state the names and addresses of all persons providing answers to these Interrogatories.

James T. Carson
Counsel for Plaintiff
P. O. Box 4998
Charleston, WV 25321
Telephone: (304) 344-4081

CERTIFICATE OF SERVICE

I, James T. Carson, counsel for plaintiff, Blue Creek Builders, Inc., do hereby certify that I have served the foregoing Plaintiff's First Set of Interrogatories and Request for Production of Documents to defendant Bascomb & Thomas Co., Inc., upon defendant by depositing a true copy thereof in an envelope in the United States mails, with postage prepaid, addressed to Rita Ann Payne, Attorney for Defendant, 246 Main Street, Cross Lanes, West Virginia 25143, this 7th day of September, 1978.

James T. Carson
Counsel for Plaintiff

MODULE 07: Court Documents

Competency Statement 10: Prepare request for subpoenas

Materials Needed:

1. A request form for a subpoena obtained from County Clerk.
2. A set of employer's instructions about a case.
3. A typewriter.

Textbooks Needed: None

Instructor Responsibilities:

1. Provide request form for a subpoena for Learning Activity #4 and the Criterion Evaluation.
2. Prepare a set of employer's instructions about a case for Learning Activity #4 and the Criterion Evaluation.
3. Lecture on the types of subpoenas and the steps in issuing a subpoena.
4. Prepare a quiz on the lecture.
5. Lecture on the typing format of a request for a subpoena.
6. Prepare a quiz on the lecture.

MODULE 07: Court Documents

Competency Statement 18: Prepare papers for probate court (County Commission)

Materials Needed:

1. Forms for probate court obtained from County Clerk
2. Typewriter

Textbooks Needed: None

Instructor Responsibilities:

1. Conduct lecture on different types of forms needed for probate court.
2. Quiz students on lecture.
3. Conduct lecture on typing papers for probate court.
4. Quiz students on lecture.
5. Prepare employer's instructions for Learning Activity #4 and the Criterion Evaluation.

MODULE 07: Court Documents

Competency Statement 20: Prepare adoption papers

Materials Needed:

1. Adoption forms. Obtain from attorney in your area.
2. Employers instructions for completing adoption forms.
3. Typewriter.

Textbooks Needed: None

Instructor Responsibilities:

1. Conduct lecture on forms needed for adoptions.
2. Quiz students on lecture.
3. Conduct lecture on typing adoption papers.
4. Quiz students on lecture.
5. Prepare employee specifications for Learning Activity #4 and the Criterion Evaluation.

MODULE 07: Court Documents

Competency Statement 21: Prepare divorce papers

Materials Needed:

1. Copy of divorce forms. Obtain from attorney in your area.
2. Employer's specifications on divorce cases.
3. Typewriter.

Textbooks Needed: None

Instructor Responsibilities:

1. Conduct lecture on different types of forms needed for divorce.
2. Quiz students on lecture.
3. Conduct lecture on typing divorce papers.
4. Quiz students on lecture.
5. Prepare divorce specifications for Learning Activity #4 and the Criterion Evaluation.

MODULE 07: Court Documents

Competency Statement 11: Prepare instructions

Materials Needed:

1. A sample set of instructions.
2. A set of instructions written in longhand.
3. A tape recording of a set of instructions.
4. A set of instructions on a dictating machine.
5. A set of employer's specifications on instructions.
6. A typewriter.
7. A tape player.

Textbooks Needed: None

Instructor Responsibilities:

1. Prepare a sample set of instructions for Learning Activity #7 and the Criterion Evaluation.
2. Prepare a handwritten set of instructions for Learning Activity #4 and the Criterion Evaluation.
3. Prepare a tape recording of a set of instructions for Learning Activity #5 and the Criterion Evaluation.
4. Prepare a set of instructions on a dictating machine for Learning Activity #6 and the Criterion Evaluation.

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5. Prepare a set of employer's specifications on instructions for Learning Activity #7 and the Criterion Evaluation.
6. Lecture on typing instructions.
7. Prepare a quiz on lecture.

ANSWERS TO STUDENT HANDOUT 07/11/01

1. The attorney
2. No
3. The judges instructions to the jury on the points of law which are to be considered in a case.
4. Yes.

INSTRUCTIONS

The judge instructs the jury to find the defendant Diana Martin Ball, not guilty.

MODULE 07: Court Documents

Competency Statement 12: Prepare orders

Materials Needed:

1. A sample order.
2. A handwritten order.
3. A tape recording of an order.
4. An order on a dictating machine.
5. A set of employer's instructions on an order.
6. A typewriter.
7. A tape player.

Textbooks Needed: None

Instructor Responsibilities:

1. Provide a sample order for Learning Activity #7 and the Criterion Evaluation.
2. Prepare a handwritten order for Learning Activity #4 and the Criterion Evaluation.
3. Prepare a tape recording of an order for Learning Activity #5 and the Criterion Evaluation.
4. Prepare an order on a dictating machine for Learning Activity #6 and the Criterion Evaluation.
5. Prepare a set of employer's instructions on an order.

07/12 - Page 2

6. Lecture on typing orders.
7. Prepare a quiz on the lecture.

ANSWERS TO STUDENT HANDOUT 07/12/01

1. False
2. False
3. True
4. False
5. False

IN THE CIRCUIT COURT OF DADE COUNTY, FLORIDA

THE FLORIDA CIVIL RIGHTS COMMISSION, Petitioner,	)	
v.	)	Civil Action No. DA 76-931
JANE ROE and the CIVIL SERVICE COMMISSION, Respondents,	)	

O R D E R

This day came the petitioner, the Florida Civil Rights Commission, by its attorney, Sam E. Smith, and the respondent, Jane Roe, in person, pursuant to the appeal of the petitioner from the decision of the respondent agency reinstating respondent Roe, with back pay, to her former position of employment with petitioner. The Court, after hearing brief arguments of counsel and considering the memorandum submitted by counsel, ruled, by the decision which is attached hereto and incorporated herein, that it was of the opinion to vacate and set aside the decision of the Civil Service Commission reinstating respondent Roe.

It is therefore ADJUDGED and ORDERED that the decision of the Civil Service Commission be reversed and remanded to the Civil Service Commission for final disposition.

Enter (September 13, 1978)

/s/ John Hawthorn
Judge

Presented by:

/s/ Sam E. Smith

SAM E. SMITH
ASSISTANT ATTORNEY GENERAL

September 6, 1978

Mr. Sam E. Smith
Assistant Attorney General
Room 26, State Capitol
Tallahassee, Florida 29606

Ms. Jane Roe
3220 North Avenue
Tallahassee, Florida 29606

Honorable William Kant, Chairman
Civil Service Commission
Room 36, State Capitol
Tallahassee, Florida 29606

Re: Florida Civil Rights Commission
vs. Civil Action No. DA 76-931
Jane Roe and the Civil Service
Commission

Gentlemen:

This matter is before the Court on the petition for appeal filed by Florida Civil Rights Commission to an administrative decision issued by the Civil Service Commission on June 23, 1978. The Executive Director of the Civil Rights Commission terminated the employment of Jane Roe as Intake Officer for such commission by letter dated January 4, 1978. She timely appealed her dismissal to the Civil Service Commission.

Prior to the hearing date scheduled for this administrative appeal, the Civil Service Commission, in its decision, ruled as a matter of law that the January 4, 1978, letter notice of discharge to Roe was inadequate pursuant to the rules and regulations of said Commission, as well as the due process clause of the Florida State Constitution. The decision further ordered Roe to be restored to her position or to a comparable position and to receive back pay and other benefits lost by reason of her discharge retroactive to January 31, 1978.

On August 24, 1978, this appeal came before this Court for Argument and disposition, pursuant to notice. The appellant before this Court, the Civil Service Commission, appeared by counsel. The appellee, Jane Roe, appeared in person without counsel. Ms. Roe indicated she did not desire counsel on the issue now pending before this Court and requested that the

Court render its decision. She did indicate that she intended to have counsel if a hearing was held on the administrative appeal as a result of a ruling by this Court that the notice was adequate.

The sole issue before the Court is whether or not the notice of discharge to Ms. Roe was adequate pursuant to law. In rendering its decision, the Civil Service Commission specifically relied on the case of Snyder v. Civil Service Commission, 238 S.E. 2d 842 (Fla. 1977). Appellant contends that this reliance is a misapplication of Snyder to the instant case and that the Civil Service Commission erred in so applying the same.

The January 4, 1978, letter notice of discharge in question, is as follows:

"Ms. Jane Roe
3220 North Avenue
Tallahassee, Florida 29606

Dear Ms. Roe:

Effective January 31, 1978, your employment with the Florida Civil Rights Commission is terminated. This termination is based on your unsatisfactory performance as Intake Officer as enumerated:

1. Failure to properly represent the Florida Civil Rights Commission in a positive manner which has been exhibited by your lack of sensitivity and responsiveness towards the general public who are desirous of utilizing the service of this agency. You have demonstrated a failure to return telephone calls and to expedite the formulation of complaints in a timely fashion.

2. Unreliability in the performance of your duties has been exhibited by your failure to follow the proper procedure for requesting both annual and sick leave.

Mr. Sam E. Smith
Ms. Jane Roe
Honorable William Kant, Chairman
September 6, 1978
Page Three

3. You have failed to follow the proper procedure required in your position by your negligence to include a detailed Preliminary Inquiry in every complaint file submitted for docketing.

You have been counselled in succession regarding the above job inadequacies, as well as other deficiencies by Assistant Compliance Director Betty Stove and Compliance Director April Parsons. In addition, you were given a one-week suspension based on poor performance prior to your being assigned as Intake Officer at which time you were told you would not be receiving subsequent warnings.

Because you have received both written and oral warnings in addition to the above-mentioned suspension, your termination from this agency is necessary.

You are hereby put on notice that should you cause any disruption in the normal operations of this agency which may be construed to be threatening or abusive, your termination will be effective immediately.

Sincerely yours,

John DeLoad
Executive Director

JD/elm
cc: Compliance Director Parsons
Personnel File
Chairperson Rusty Smith"

The instant notice is completely different from that of Snyder. In Snyder the dismissal charge alleged misconduct in falsifying of state travel expense records generally stated. Here the employment termination is based on unsatisfactory performance and the Executive Director specifically set forth his reasons for this conclusion. There is no misconduct charged. This Court concludes and finds that said notice is adequate and

complies with the Civil Service regulations, due process required by the Florida and United States Constitutions, and is not inconsistent with the decision in Snyder.

In Snyder v. Civil Service Commission, supra, at Page 844 the reasons for the Court's ruling is set forth as follows:

> "(3-5) It is impractical to define a detailed set of standards which must be met in order to constitute sufficient notice. The myriad occasions that may give rise to the discharge of an employee do not lend themselves to precise categorization. Generally, however, notice will be adequate if it sets out sufficient facts about the alleged misconduct so that its details are known with some particularity. Where an act of misconduct is asserted it should be identified by date, specific or approximate, unless its characteristics are so singular that there is no reasonable doubt when it occurred. If the act of misconduct involves persons or property, these must be identified to the extent that the accused employee will have no reasonable doubt as to the identity of the persons or property involved.
>
> "(6) Ultimately, the sufficiency of the notice depends not on the rote following of some standard, but on whether the employee was informed with reasonable certainty and precision of the cause of his removal."

This Court feels that it is only where misconduct is charged that Snyder requires specific dates (See Syllabus 4) or that persons or property must be identified (See Syllabus 5). The instant notice is such that the employee was informed with reasonable certainty and precision of the cause of his removal and informed him of the reasons therefor with sufficient particularity of the details in order to enable him to properly prepare for a hearing on his appeal.

It is true that generally speaking where misconduct is charged whether in civil, criminal, or administrative procedure, it is necessary to plead and set forth the same specifically in detail and a stricter degree of proof is necessary to sustain the same. However, it is not felt that this is required to the

same degree by the removing or supervisory authority in dismissing an employee for unsatisfactory performance of his job. If so, it would be practically impossible for a Civil Service employee to be discharged for this reason. The administrative appellant hearing, with further right of appeal, will protect the employee, in this instance, Ms. Roe in fulfilling the purpose of the Civil Service act in determining whether or not the discharge is motivated by some improper purpose other than that as set forth in the notice.

For the foregoing reasons, it is held that the decision of the Florida Civil Service Commission dated June 23, 1978, is clearly wrong and the same is hereby reversed and remanded for the purpose of proceeding with the administrative hearing on Ms. Roe's appeal.

An order in conformity herewith should be promptly delivered for entry. Such order should make this letter memorandum of opinion a part thereof. A copy for that purpose may be obtained from my secretary upon presentation of the order.

Yours very truly,

/s/ John Hawthorn

John Hawthorn
Judge

MDP/z

MODULE 07: Court Documents

Competency Statement 13: Prepare judgments

Materials Needed:

1. A sample judgment.
2. A judgment written in longhand.
3. A tape recording of a judgment.
4. A judgment on a dictating machine.
5. A set of employer's instructions on a judgment.
6. A typewriter.
7. A tape player.

Textbooks Needed: None

Instructor Responsibilities:

1. Provide sample judgment for Learning Activity #7 and the Criterion Evaluation.
2. Prepare handwritten judgment for Learning Activity #4 and the Criterion Evaluation.
3. Prepare tape recording of judgment for Learning Activity #5 and the Criterion Evaluation.
4. Prepare judgment on dictating machine for Learning Activity #6 and the Criterion Evaluation.

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5. Prepare a set of employer's instructions on a judgment.
6. Lecture on typing judgments.
7. Prepare a quiz on lecture.

ANSWERS TO STUDENT HANDOUT 07/13/

1. True
2. False
3. True
4. True
5. False

JUDGMENT

MARK ALAN BROWN,	)	
Plaintiff,	)	
vs.	)	Civil Action No. 102066-A
MASON HOME BUILDERS,	)	
Defendant.	)	

Following the decision of the jury on December 20, 1977, it is hereby ADJUDGED and ORDERED that Defendant, Mason Home Builders, should pay Plaintiff, Mark Alan Brown, the sum of Sixty Thousand Dollars ($60,000.00) for damages.

Entered _____

_____
Judge

MODULE 07: Court Documents

Competency Statement 14: Prepare a brief

Materials Needed:

1. Handwritten draft of a brief.
2. Legal back.
3. Typewriter.

Textbooks Needed: None

Instructor Responsibilities:

1. Conduct lecture on citations.
2. Quiz students on citations.
3. Conduct lecture on typing a brief.
4. Quiz students on lecture.
5. Prepare handwritten copy of a brief for Learning Activity #5 and the Criterion Evaluation.

ANSWERS TO STUDENT HANDOUT 07/14/01

1. False
2. False
3. False
4. True
5. True

BRIEF

Due to the length, it is not feasible to include a complete brief. The first and second page follow, along with the major headings.

IN THE SUPREME COURT OF APPEALS OF WEST VIRGINIA

CHARLESTON

APPALACHIAN POWER COMPANY, a corporation, Appellant,	)	
v.	)	Appeal No. 13706 P.S.C. Case No. 8229
THE PUBLIC SERVICE COMMISSION OF WEST VIRGINIA Appellee.	)	

BRIEF OF APPELLANT, APPALACHIAN POWER COMPANY

Charles R. McElwee
Love, Wise, Robinson & Woodroe
Post Office Box 951
316 Charleston National Plaza
Charleston, West Virginia 25323

Counsel for
Appalachian Power Company
Appellant

Dated: April 23, 1976

IN THE SUPREME COURT OF APPEALS OF WEST VIRGINIA

CHARLESTON

APPALACHIAN POWER COMPANY, a corporation, Appellant,	)	
v.	)	Appeal No. 13706 P.S.C. Case No. 8229
THE PUBLIC SERVICE COMMISSION OF WEST VIRGINIA, Appellee.	)	

BRIEF OF APPELLANT, APPALACHIAN POWER COMPANY

TO THE HONORABLE JUDGES OF THE
SUPREME COURT OF APPEALS
OF WEST VIRGINIA:

I. KIND OF CASE

Appalachian Power Company ("Appalachian", "Appellant", or "Company") filed on May 21, 1975, an application with the Public Service Commission of West Virginia ("Commission") for authority to make an attached schedule of surcharges, designated "Rider B Surcharges", applicable to all retail sales of electric energy made pursuant to the Company's effective Tariff Schedules and billed on and after July 1, 1975.

II. What the issue was and how raised.

III. How the issue was decided and what the order was.

IV. Errors relied upon for reversal of the Commission's October 20 and October 31, 1975, order.

V. Statement of Case

VI. Points and Authorities Relied Upon

VII. Argument.

VIII. Conclusion

MODULE 07: Court Documents

Competency Statement 15: Prepare petitions

Materials Needed:

1. Petitions written in longhand.
2. Tape of a petition.
3. Petition on a dictating machine.
4. Employers instructions for a petition.
5. Typewriter.

Textbooks Needed: None

Instructors Responsibilities:

1. Conduct lecture on typing petitions.
2. Quiz students on lecture.
3. Prepare petition written in longhand for Learning Activity #4 and the Criterion Evaluation.
4. Prepare tape of a petition for Learning Activity #5 and the Criterion Evaluation.
5. Prepare petition on a dictating machine for Learning Activity #6 and the Criterion Evaluation.
6. Prepare employer's specifications on a petition for Learning Activity #7 and the Criterion Evaluation.

IN THE CIRCUIT COURT OF KANAWHA COUNTY, WEST VIRGINIA

MARY P. ROBERTS (formerly "Peterson"), Plaintiff,	)	
v.	)	Civil Action No. 74-1009
MARK A. PETERSON, Defendant.	)	

THE PETITION OF MARY P. ROBERTS (FORMERLY "PETERSON") AND MARK A PETERSON PRAYING FOR THE ENTRY OF AN ORDER MODIFYING A PREVIOUS ORDER ENTERED ON THE 19th DAY OF MARCH, 1973

The petitioners, Mary P. Roberts (formerly "Peterson") and Mark A. Peterson, respectfully represent unto the Court as follows:

1. That by an order of the Circuit Court of Kanawha County, West Virginia, made and entered on the 19th day of March, 1973, in the above styled action, the said Mary P. Roberts (formerly "Peterson") and Mark A. Peterson were duly and legally divorced from the bonds of matrimony then and theretofore existing between them and from each other.

2. That by the terms of said order dated March 19, 1973, the said Mary P. Roberts (formerly "Peterson") was granted

the care, custody, and control of the infant child born of the marriage between her and the said Mark A. Peterson, namely, Amy Louise, now age 8 years, and the said Mark A. Peterson was granted reasonable visitation rights.

3. That the petitioners agree to modify said order dated March 19, 1973, in the following respects:

a. In the event the residence of Mark A. Peterson moves, or the residence of Amy Louise Peterson Roberts moves, so that the said Amy Louise Peterson Roberts is fifty (50) or more miles from the residence of the said Mark A. Peterson, then the said Mark A. Peterson may have custody of the said Amy Louise Peterson Roberts for a minimal amount of one weekend per month, a weekend being defined as from Friday evening to Sunday evening;

b. In the event the residence of Mark A. Peterson moves, or the residence of Amy Louise Peterson Roberts moves, so that the said Amy Louise Peterson Roberts is approximately two hundred (200) miles from the residence of the said Mark A. Peterson or is approximately four (4) hours drive by automobile from the said residence of the said Mark A. Peterson, then, and in that event, the parents shall alternate custody of Amy Louise Peterson Roberts for the holidays of Easter and Christmas, and, in addition thereto, the said Mark A. Peterson shall have the custody of Amy Louise Peterson Roberts for one month in each consecutive summer; and

c. All expenses of travel for the said Amy Louise Peterson Roberts to carry out the aforementioned provisions will be borne by the said Mark A. Peterson.

4. That each of the parties herein do hereby waive notice of the hearing on the matters presented in this petition and by presentation of said joint petition do hereby acknowledge and confirm their agreement to the modifications requested in this petition and do waive any and all notices required.

WHEREFORE, the said Mary P. Roberts (formerly "Peterson") and Mark A. Peterson respectfully demand that the Court, by proper order entered herein modify the order of March 19, 1973, so as to modify the provisions dealing with the care, custody, and control of the infant child in allowing the said Mark A. Peterson the care, custody, and control of the infant child for one weekend per month if their residences are fifty (50) miles or more from each other, or to alternate the holidays of Easter and Christmas between the parents, and in allowing the said Mark A. Peterson custody of the said infant child for one month in each consecutive summer, and further that the said Mark A. Peterson be responsible for the expenses of travel for the said infant child, and such other relief as to the

Court may seem fit, and in duty bound they will ever pray.

MARY P. ROBERTS (FORMERLY "PETERSON")
AND MARK A. PETERSON, Petitioners
By Counsel

MARTHA WHITE ALLEN
Suite 475
National Bank Building
Hometown, West Virginia
COUNSEL FOR PETITIONERS

STATE OF WEST VIRGINIA,

COUNTY OF KANAWHA, to-wit:

MARY P. ROBERTS (formerly "Peterson"), who, after being first duly sworn, deposes and says that she is the petitioner in the foregoing petition which is set forth above; and that the allegations contained therein are true, except insofar as they are therein stated to be upon information and where stated to be upon information, she believes them to be true.

Mary P. Roberts, Petitioner

Taken, subscribed, and sworn to before the undersigned Notary Public this _____ day of _____, 1974.

My commission expires _____.

(Notary Seal)

Notary Public

STATE OF WEST VIRGINIA,

COUNTY OF KANAWHA, to-wit:

Mark A. Peterson, who, after being first duly sworn, deposes and says that he is the petitioner in the foregoing petition which is hereto annexed; and that the allegations contained therein are true, except insofar as they are therein stated to be upon information, and where stated to be upon information, he believes them to be true.

_____
Mark A. Peterson, Petitioner

Taken, subscribed, and sworn to before the undersigned Notary Public this _____ day of _____, 1974.

My commission expires _____.

_____
Notary Public

MODULE 07: Court Documents

Competency Statement 16: Prepare notices

Materials Needed:

1. Handwritten notice
2. Tape of handwritten notice
3. Notice on a dictating machine
4. Employer's instructions on notice
5. Typewriter.

Textbooks Needed: None

Instructor Responsibilities:

1. Conduct lecture on typing notices.
2. Quiz students on lecture.
3. Prepare handwritten notice for Learning Activity #4 and the Criterion Evaluation.
4. Prepare tape of notice for Learning Activity #5 and the Criterion Evaluation.
5. Prepare notice on dictating machine for Learning Activity #6 and the Criterion Evaluation.
6. Prepare employer's specifications on a notice for Learning Activity #7 and the Criterion Evaluation.

ANSWERS TO STUDENT HANDOUT 07/16/01

1. Contains the order, information, or warning.
2. Indicates how and when the notice was served on the counsel.
3. The attorney who prepared the notice.

IN THE CIRCUIT COURT OF KANAWHA COUNTY, WEST VIRGINIA

MARK BRADLEY TRUMAN, Plaintiff,	)	
vs.	)	Civil Action No. 16,996-D
CAROL ELAINE TRUMAN, Defendant.	)	

N O T I C E

TAKE NOTICE: You are hereby notified that on the 30th day of November, 1978, at 9:30 a.m., or as soon thereafter as the matter may be heard, I shall bring the within Petition on for hearing before the Honorable Robert K. Smith, Judge of the Circuit Court of Kanawha County, West Virginia, at the Courthouse of said county in the City of Charleston, West Virginia, at which time and place you may appear and defend your interests.

CAROL ELAINE TRUMAN
By Counsel

Robert Tankard
Suite 301, Stanley Building
1018 Pleasant Boulevard, East
Masontown, West Virginia 25301

Counsel for Defendant/Petitioner

MODULE 07: Court Documents

Competency Statement 17: Prepare final settlements of estates.

Materials Needed:

1. Final settlement of an estate written in longhand.
2. A tape of a final settlement of an estate.
3. A final settlement of an estate on a dictating machine.
4. Employer's instructions on a final estate.
5. A typewriter.

Textbooks Needed: None

Instructors Responsibilities:

1. Conduct lecture on typing the final settlement of estates.
2. Quiz students on the lecture.
3. Prepare handwritten settlement of an estate for Learning Activity #4 and the Criterion Evaluation.
4. Prepare tape of a final settlement of an estate for Learning Activity #5 and the Criterion Evaluation.
5. Prepare final settlement of an estate on a dictating machine for Learning Activity #6 and the Criterion Evaluation.
6. Prepare employer's instructions on a final settlement of an estate for Learning Activity #7 and the Criterion Evaluation.

In the Matter of

THE ESTATE OF DOROTHY S. HURST,
deceased

COMMISSIONER'S REPORT OF CLAIMS OF
CREDITORS, ASSETS AND BENEFICIARIES
AND FIRST AND FINAL SETTLEMENT

TO THE HONORABLE COUNTY COURT OF KANAWHA COUNTY, WEST VIRGINIA:

The undersigned Commissioner of Accounts for said County, to whom the above named estate was referred for settlement on the 9th day of November, 1973, respectfully reports unto Your Honors that he appointed the 14th day of May, 1974, as the time, and his office, Kanawha Banking and Trust Building, Charleston, West Virginia, as the place for receiving proofs of debt, claims and demands against the decedent or his estate, and published the notice thereof once a week for two successive weeks in The Charleston Gazette, a newspaper published in said Kanawha County, West Virginia, beginning with the issue of the 20th day of November, 1973, and ending with the issue of the 27th day of November, 1973, and mailed a copy of said notice to all known heirs, beneficiaries and creditors of decedent's estate, addressed according to the list furnished Commissioner.

At the time and place aforesaid Your Commissioner sat for the purpose specified in said notice, and no claims were presented.

APPRAISAL

A proper appraisal was made of this decedent's estate, the original report of which is of record in the office of the Clerk of this Court and an executed copy filed in the office of the State Tax Commissioner of West Virginia.

ASSETS

The assets of this decedent's estate, as appraised, consisted of the following:

REAL PROPERTY	$ 45,000.00
PERSONAL PROPERTY	284,554.86
	$329,554.86

BENEFICIARIES

Decedent, by her last will and testament, devised and bequeathed all of her property unto her son, James A. Hurst, and her daughter, Faye P. Hurst, share and share alike.

INHERITANCE TAXES

Inheritance taxes due from this estate have been assessed and paid in the amount of $9,605.20, and by instrument dated the 21st day of January, 1975, the State Tax Commissioner of West Virginia released said estate from any further liability thereunder. Federal Estate taxes in the sum of $72,293.30 have been paid.

The undersigned Commissioner of Accounts reports further that on the 21st day of May, 1975, James A. Hurst and Faye P. Hurst, Co-Executors of the Estate of Dorothy S. Hurst, deceased, exhibited before Commissioner a statement of all money and property which they, the said Co-Executors, had received or become chargeable with, or had disbursed and distributed from the date of their appointment and qualification until the 21st day of May, 1975, together with their vouchers for such disbursements and distributions; that Commissioner embraced the said Co-Executors in the list of fiduciaries whose accounts were then before him for settlement, which list was published for two successive weeks,

on the first and second Mondays in the month of June, 1975, in The Charleston Gazette, a newspaper published in said County; and the publication thereof having been completed, Commissioner has made up and stated the final settlement of the accounts of the said Co-Executors, and finds that on the 21st day of May, 1975, the said Co-Executors had disbursed and distributed all money and property which came into their hands as such Co-Executors. Commissioner hereby approves all disbursements and distributions of said Co-Executors.

Your Commissioner reports that all costs of administration, taxes, funeral expenses, and debts have been paid in full, and the balance remaining in the hands of the Co-Executors was distributed to said James A. Hurst and Faye P. Hurst, children of the decedent, according to the terms of the last will and testament of decedent.

Commissioner reports further to the Court that he has examined whether the said Co-Executors have given such bond as the law requires, and whether it is in penalty and with surety sufficient, and finds that by the terms of the will of decedent, no bond was required.

No further settlement will be required of the said Co-Executors; therefore, upon confirmation of this report by the Court, they will be discharged and acquitted from the further execution of this trust, and the administration of this estate will be declared closed.

Given under my hand this 11th day of June, 1975.

/s/ Michael D. Parsons
Commissioner of Accounts for
Kanawha County, West Virginia

STATE OF WEST VIRGINIA,

COUNTY OF KANAWHA, TO-WIT:

I hereby certify that on the date of the completion of the foregoing report I mailed notices to all known parties in interest, advising them of the completion of the report and stating that it would be held in my office for ten days, during which time it would be subject to the inspection and exception of any person interested therein; that said report was held in my office for ten days after the completion thereof, and that no exceptions were taken thereto.

Given under my hand this 21st day of June, 1975.

/s/ Michael D. Parsons
Commissioner of Accounts for
Kanawha County, West Virginia

(At a Regular Session of the County Court of Kanawha County, West Virginia, held at the Courthouse thereof August 1, 1975. The foregoing report was this day presented to the Court and no exceptions having been taken thereto and no error appearing on the face of the record, it was, thereupon, in all respects confirmed and ordered to be recorded and filed.

Teste: /s/ Jake Bays, Clerk)

MODULE 07: Court Documents

Competency Statement 19: Prepare papers for Bankruptcy Court

Materials Needed:

1. Bankruptcy forms
2. Typewriter

Textbooks Needed: None

Instructor Responsibilities:

1. Prepare employers instructions for Learning Activity #4 and the Criterion Evaluation.

PETITION FOR VOLUNTARY BANKRUPTCY

United States District Court

for the SOUTHERN District of WEST VIRGINIA

In re
JOHN HENRY DOE, also known as Henry Doe
Bankrupt (include here all names used by bankrupt within last 6 years)

Bankruptcy No.

VOLUNTARY PETITION

1. Petitioner's post-office address is 709 Clinton Avenue, Charleston, West Virginia 25301

2. Petitioner has resided (or has had his domicile or has had his principal place of business) within this district for the preceding 6 months (or for a longer portion of the preceding 6 months than in any other district).

3. Petitioner is qualified to file this petition and is entitled to the benefits of the Bankruptcy Act as a voluntary bankrupt.

Wherefore petitioner prays for relief as a voluntary bankrupt under the Act.

Signed Richard Robert Roe
Attorney for Petitioner

Address Richard Robert Roe
~~Suite 0013~~
Charleston National Plaza
~~Charleston, West Virginia 25301~~
(Petitioner signs if not represented by attorney.)

FULL NAME MUST BE SIGNED AND TYPED

Petitioner

State of WEST VIRGINIA

County of KANAWHA, ss

I, John Henry Doe, the petitioner named in the foregoing petition, do hereby swear that the statements contained therein are true according to the best of my knowledge, information, and belief.

John Henry Doe
Petitioner

Subscribed and sworn to before me on March 29, 1978

My Commission Expires:
September 29, 1979

Sarah Fowler
Notary Public
(Official Character)

(Unless further time is granted by the court pursuant to Rule 108, this petition must be accompanied by a schedule of the petitioner's debts and property, his claim for such exemptions as he may be entitled to, and a statement of his affairs. These additional statements shall be submitted on official forms, shall include the information about the petitioner's property and debts required by the Bankruptcy Rules and by the forms, and shall be verified under oath.)

OFFICIAL FORM NO. 1 - 1973
GRAHAM-PIERCE LEGAL PRINTERS,
BOX 1666 EAST ST. LOUIS, ILL. 62208

STATEMENT OF AFFAIRS FOR BANKRUPT NOT ENGAGED IN BUSINESS

United States District Court

for the SOUTHERN District of WEST VIRGINIA

In re JOHN HENRY DOE, also known as Henry Doe } Bankruptcy No. _____

Bankrupt (include here all names used by bankrupt within last six years)

STATEMENT OF AFFAIRS FOR BANKRUPT NOT ENGAGED IN BUSINESS

(Each question should be answered or the failure to answer explained. If the answer is "none," this should be stated. If additional space is needed for the answer to any question, a separate sheet, properly identified and made a part hereof, should be used and attached.)

The term "original petition," as used in the following questions, shall mean the petition filed under Rule 103, 104, or 105.)

FREQUENTLY OVERLOOKED ITEMS

1. Name and residence.

a. What is your full name and social security number? John Henry Doe, 233-54-7544

b. Have you used, or been known by, any other names within the 6 years immediately preceding the filing of the original petition herein? (If so, give particulars.) Yes, Henry Doe on some debts

c. Where do you now reside? 709 Clinton Ave., Charleston, WV 25301

d. Where else have you resided during the 6 years immediately preceding the filing of the original petition herein? None other than above

2. Occupation and income.

a. What is your occupation? Glass Worker

b. Where are you now employed? (Give the name and address of your employer, or the address at which you carry on your trade or profession, and the length of time you have been so employed.) Libbey-Owens-Ford Glass Co., 5800 MacCorkle Ave., Charleston, WV 25305. Employed five years.

c. Have you been in a partnership with anyone, or engaged in any business during the 6 years immediately preceding the filing of the original petition herein? (If so, give particulars, including names, dates, and places.) Sold glass products in concession stand at Pipestem State Park, summers of 1972 and 1973 under sole proprietorship known as Doe's Daubles.

d. What amount of income have you received form your trade or profession during each of the 2 years immediately preceding the filing of the original petition herein? 1976 - $8,400.00
1977 - 9,000.00

e. What amount of income have you received from other sources during each of these 2 years? (Give particulars, including each source, and the amount received therefrom.) None

3. Tax returns and refunds.

a. Where did you file your last federal and state income tax returns for the 2 years immediately preceding the filing of the original petition herein? 1976 - Regional Service Center, Memphis, Tenn. (federal)
- State Capitol, Charleston, W.Va. (state)

b. What tax refunds (income and other) have you received during the year immediately preceding the filing of the original petition herein? 1976 - same as above
1977: Federal, $1,412.00; State, $314.00

c. To what tax refunds (income or other), if any, are you, or may you be, entitled? (Give particulars, including information as to any refund payable jointly to you and your spouse or any other person.) $180.00, filed joint return with wife whose gross income was $2,000 of the $9,000 shown on the return.

4. Bank accounts and safe deposit boxes.

a. What bank accounts have you maintained, alone or together with any other person, and in your own or any other name within the 2 years immediately preceding the filing of the original petition herein? (Give the name and address of each bank, the name in which the deposit maintained, and the name and address of every other person authorized to make withdrawals from such account.) Kanawha Valley Bank, One Valley Square, Charleston, WV 25301, joint checking account with wife, Bambi, same address as mine.

b. What safe deposit box or boxes or other depository or depositories have you kept or used for your securities, cash, or other valuables within the 2 years immediately preceding the filing of the original petition herein? (Give the name and address of the bank or other depository, the name in which each box or other depository was kept, the name and address of every other person who had the right of access thereto, a brief description of the contents thereof, and, if the box has been surrendered, state when surrendered, or, if transferred, when transferred, and the name and address of the transferee.) None

ANSWER ALL QUESTIONS

5. Books and records.

a. Have you kept books of account or records relating to your affairs within the 2 years immediately preceding the filing of the original petition herein? None other than cancelled checks and some receipts.

b. In whose possession are these books or records? (Give names and addresses.) My possession

c. If any of these books or records are not available, explain. None

d. Have any books of account or records relating to your affairs been destroyed, lost, or otherwise disposed of within the 2 years immediately preceding the filing of the original petition herein? (If so, give particulars, including date of destruction, loss, or disposition, and reason therefor.) No

6. Property held for another person.

What property do you hold for any other person? (Give name and address of each person, and describe the property or value thereof, and all writings relating thereto.) None

OFFICIAL FORM 7 PAGE 1
OFFICIAL FORM 1973
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7. Prior bankruptcy.
(a) Prior proceedings under the Bankruptcy Act have previously been brought by or against you? (State the location of the bankruptcy court, the nature and number of each proceeding, the date when it was filed, and whether a discharge was granted or refused, the proceeding was dismissed, or a composition, arrangement, or plan was confirmed.)

None

8. Receiverships, general assignments, and other modes of liquidation.

a. Was any of your property, at the time of the filing of the original petition herein, in the hands of a receiver, trustee, or other liquidating agent? (If so, give a brief description of the property, the name and address of the receiver, trustee, or other agent, and, if the agent was appointed in a court proceeding, the name and location of the court and the nature of the proceeding.)

None

b. Have you made any assignment of your property for the benefit of your creditors, or any general settlement with your creditors, within one year immediately preceding the filing of the original petition herein? (If so, give dates, the name and address of the assignee, and a brief statement of the terms of assignment or settlement.)

No

9. Property in hands of third person.
Is any other person holding anything of value in which you have an interest? (Give name and address, location and description of the property, and circumstances of the holding.)

Earned wages held by employer; payable March 31, 1978

10. Suits, executions, and attachments.
a. Were you a party to any suit pending at the time of the filing of the original petition herein? (If so, give the name and location of the court and the title and nature of the proceeding.)

No

b. Were you a party to any suit terminated within the year immediately preceding the filing of the original petition herein? (If so, give the name and location of the court, the title and nature of the proceeding, and the result.)

Yes. Magistrate Court of J. Bernard Grant, Jefferson District, Kanawha County, W.Va.. W.Va. Auto Sales v. John H. Doe. Judgment rendered for Plaintiff on Feb. 4, 1978 for $300.00 on deficiency after repossession.

c. Has any of your property been attached, garnished, or seized under any legal or equitable process within the 4 months immediately preceding the filing of the original petition herein? (If so, describe the property seized or person garnished, and at whose suit.)

Wages garnished at L.O.F. by W.Va. Auto Sales, Mar. 15, 1978.

11. Loans repaid.
What repayments on loans in whole or in part have you made during the year immediately preceding the filing of the original petition herein? (Give the name and address of the lender, the amount of the loan and when received, the amounts and dates of payments and, if the lender is a relative, the relationship.)

Beneficial Finance Co., 922 Quarrier St., Charleston, WV, payments aggregating $500 made from March, 1977 to Feb. 1978 on $1,700 loan received in Mar. 1977, reducing balance to $1,200.

12. Transfers of property.
a. Have you made any gifts, other than ordinary and usual presents to family members and charitable donations, during the year immediately preceding the filing of the original petition herein? (If so, give names and addresses of donees and dates, description, and value of gifts.)

No

11. contd. Charleston Federal Credit Union, Federal Bldg., Charleston, WV . payments aggregating $400 made from Mar. 1977 to Feb. 1978 on $2,500 loan received in Jan. 1973 reducing balance to $1,000.

b. Have you made any other transfer, absolute or for the purpose of security, or any other disposition, of real or tangible personal property during the year immediately and preceding the filing of the original petition herein? (Give a description of the property, the date of the transfer or disposition, to whom transferred or how disposed of, and, if the transferee is a relative, the relationship, the consideration, if any, received therefor, and the disposition of such consideration.)

No

13. Repossessions and returns.
Has any property been repossessed by, the seller or by a secured party, during the year immediately preceding the filing of the original petition herein? (If so, give particulars including the name and address of the party getting the property and its description and value.)

1969 Ford repossessed by W.Va. Auto Sales in December, 1977; valued at $500 at the time.

14. Losses.
a. Have you suffered any losses from fire, theft, or gambling during the year immediately preceding the filing of the original petition herein? (If so, give particulars, including dates, names, and places, and the amounts of money or value and general description of property lost.)

No

b. Was the loss covered in whole or part by insurance? (If so, give particulars.)

None

15. Payments or transfers to attorneys.
a. Have you consulted an attorney during the year immediately preceding or since the filing of the original petition herein? (Give date, name, and address.)

Yes, March 16, 1978. Richard Robert Roe, Suite 0013, Charleston National Plaza, Charleston, WV 25301

b. Have you during the year immediately preceding or since the filing of the original petition herein paid any money or transferred any property to the attorney or to any other person on his behalf? (If so, give particulars, including amount, kind or value of property transferred and date of payment or transfer.)

Yes. $50.00 filing fee paid Mar. 16, 1978 to Mr. Roe

c. Have you either during the year immediately preceding or since the filing of the original petition herein, agreed to pay any money or transfer any property to an attorney at law, or to any other person on his behalf? (If so, give particulars, including amount and terms of compensation.)

Yes. I have promised to pay Mr. Roe $250 for his fee in this bankruptcy.

State of WEST VIRGINIA County of KANAWHA, ss.

I, JOHN HENRY DOE, do hereby make solemn oath that I have read the answers contained in the foregoing statement of affairs and that they are true and complete to the best of my knowledge, information, and belief.

John Henry Doe
Bankrupt

Subscribed and sworn to before me on March 29, 1978

My commission expires September 29, 1979

Notary Public
(Official Character)

OFFICIAL FORM 7 (PAGE 2)
OFFICIAL FORM 1973
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ROCHESTER, EAST ST. LOUIS, ILL. 62208

SCHEDULES

United States District Court

for the SOUTHERN District of WEST VIRGINIA

In re JOHN HENRY DOE also known as Henry Doe, Bankruptcy No.

Bankrupt (include here all names used by bankrupt within last six years)

Schedule A—STATEMENT OF ALL DEBTS OF BANKRUPT

Schedules A-1, A-2, and A-3 must include all the claims against the bankrupt or his property as of the date of the filing of the petition by or against him.

Schedule A—1.—Creditors having priority.

Nature of claim	Name of creditor and complete mailing address including zip code (If unknown, so state)	Specify when claim was incurred and the consideration therefor; when claim is contingent, unliquidated, disputed or subject to setoff, evidenced by a judgment, negotiable instrument, or other writing, or incurred as partner or joint contractor, so indicate; specify name of any partner or joint contractor on any debt	Amount of claim
a. Wages and commissions owing to workmen, servants, clerks, or traveling or city salesmen on salary or commission basis, whole or part time, whether or not selling exclusively for the bankrupt, not exceeding $600 to each, earned within 3 months before filing of petition	None		$
b. Taxes owing (itemize by type of tax and taxing authority)	1) None		
(1) To the United States	2) State Tax Commissioner, Charleston, WV; 1973 consumers sales tax		$300 00
(2) To any state	1973 business and occupation tax		100 00
(3) To any other taxing authority	3) None		
c. (1) Debts owing to any person, including United States, entitled to priority by laws of United States (itemize by type)	None		
(2) Rent owing to a landlord entitled to priority by laws of any state accrued within 3 months before filing of petition, for actual use and occupancy	None		
		Total	$400.00

FORM 6 A-1
OFFICIAL FORM 1973
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Schedule A-2. – Creditors Holding Security

Name of creditor and complete mailing address including zip code. (If unknown, so state)	Description of security and date when obtained by creditor	Specify when claim was incurred and the consideration therefor; when claim is contingent, unliquidated, disputed, subject to setoff, evidenced by a judgment, negotiable instrument, or other writing, or incurred as partner or joint contractor, so indicate; specify name of any partner or joint contractor on any debt	Market value	Amount of claim without deduction of value of security
			$	$
General Motors Acceptance Corp. 1204 Kanawha Blvd, E. Charleston, WV 25304	1973 Chev. Impala July 1, 1973	July 1, 1973 Auto purchase	$800 00	$1,000 00
Tag Galyean Chevrolet Washington St. at Broad Charleston, WV 25301	same indebtedness as above			
Accurate TV Company 119 Lee Street, E. Charleston, WV 25301	18" Zenith color TV June 1, 1974	June 1, 1974 TV purchase	75 00	100 00
Beneficial Finance Co. 922 Quarrier St. Charleston, WV 25301	Household furniture Mar. 7, 1977	Mar. 7, 1977 Loan	400 00	1,200 00
		Total	$1,275.00	$2,300

THESE VALUES SHOULD BE THE SAME AS THOSE IN SCHEDULE B

FORM 6 A-2
OFFICIAL FORM 1973
GRAHAM-PIERCE LEGAL PRINTERS,
804 1000 EAST ST. LOUIS, ILL. 62208

Schedule A-3.—CREDITORS HAVING UNSECURED CLAIMS WITHOUT PRIORITY

Name of creditor (including last known holder of any negotiable instrument) and complete mailing address including zip code (if unknown, so state)	Specify when claim was incurred and the consideration therefor; when claim is contingent, unliquidated, disputed, subject to setoff, evidenced by a judgment, negotiable instrument, or other writing, or incurred as partner or joint contractor, so indicate; specify name of any partner or joint contractor on any debt	Amount of claim $
Dr. Harley M. Bennett Atlas Building Charleston, WV 25301	April 5, 1975 and later, Medical services for family	100 00
Dr. Raymond R. Catsonis Medical Arts Building Charleston, WV 25301	March 10, 1975 and later, Dental services for family	50 00
Charleston Federal Credit Union Federal Building Charleston, WV 25301	Jan. 10, 1973, loan of money evidenced by promissory note	1,000 00
City Finance Co. 810 Quarrier Street Charleston, WV 25301	Feb. 14, 1976, Loan of money evidenced by promissory note	1,700 00
City Garage, Inc. 10 Maple Lane Charleston, WV 25305	April 4, 1975 and later. Open account for auto repairs	100 00
The Diamond P.O. Box 1991 Charleston, WV 25301	December 24, 1976 and later. Open account for clothing and household supplies	350 00
Spiegel, Inc. Box 8282 Philadelphia, Pa. 11842	Nov. 23, 1976. Purchase of childrens clothing	450 00
W.Va. Auto Sales 1716 Kanawha Blvd. E Charleston, WV 25305	Balance on auto purchased June 12, 1974, reduced to judgment Feb. 4, 1978 in Magistrate Court in Kanawha County, W.Va. of J. Bernard Grant.	300 00
	Total	$4,050.00

COMPLETE ADDRESSES INCLUDING ZIP CODES ARE NECESSARY OR NOTICE WILL BE RETURNED UNDELIVERED AND DEBT WILL NOT BE DISCHARGED

FORM B-A3
OFFICIAL FORM 1971
ABRAHAM-PIERCE LEGAL PRINTERS
BOX 1466 EAST ST. LOUIS, ILL. 62200

Schedule B.—STATEMENT OF ALL PROPERTY OF BANKRUPT

Schedules B-1, B-2, B-3, and B-4 must include all property of the bankrupt as of the date of the filing of the petition by or against him.

Schedule B-1. — Real property.

Description and location of all real property in which bankrupt has an interest (including equitable and future interests, interests in estates by the entirety, community property, life estates, leaseholds, and rights and powers exercisable for his own benefit)	Nature of interest (specify all deeds and written instruments relating thereto)	Market value of bankrupt's interest without deduction for secured claims listed on Schedule A-2 or exemptions claimed in Schedule B-4
None		$.
	Total	None

Schedule B-2. — Personal Property.

Type of property	Description and location	Market value of bankrupt's interest without deduction for secured claims listed on Schedule A-2 or exemptions claimed in Schedule B-4
a. Cash on hand (ON DATE SIGNED)		$ 5 00
b. Deposits of money with banking institutions, savings and loan associations, credit unions, public utility companies, landlords, and others		none
c. Household goods, supplies, and furnishings	One Zenith 18" color TV $25.00 One living room suite, two bedroom suites, kitchen table and four chairs, one RCA washer, misc. household supplies 400.00	475 00
d. Books, pictures, and other art objects; stamp, coin, and other collections		none
e. Wearing apparel, jewelry, firearms, sports equipment, and other personal possessions		15
f. Automobiles, trucks, trailers, and other vehicles	1973 Chev. Impala	800 00
g. Boats, motors, and their accessories		none
h. Livestock, poultry, and other animals		none
i. Farming supplies and implements		none
j. Office equipment, furnishings, and supplies		none
k. Machinery, fixtures, equipment, and supplies (other than those listed in items j and l) used in business		none
l. Inventory		none
m. Tangible personal property of any other description		none
n. Patents, copyrights, franchises, and other general intangibles (specify all documents and writings relating thereto)		none
o. Government and corporate bonds and other negotiable and nonnegotiable instruments		none
p. Other liquidated debts owing bankrupt or debtor	Wages earned through Mar. 29, 1978	300 00
q. Contingent and unliquidated claims of every nature, including counterclaims of the bankrupt or debtor (give estimated value of each)		none
r. Interests in insurance policies (itemize surrender or refund values of each)	Life Insur Co. of W.Va.	280 00
s. Annuities		none
t. Stocks and interest in incorporated and unincorporated companies (itemize separately)		none
u. Interests in partnerships		none
v. Equitable and future interest, life estates, and rights or power exercisable for the benefit of the bankrupt or debtor (specify all written instruments relating thereto)		none
	Total	$1,87[illegible]

DO NOT OMIT ENCUMBERED ASSETS
ANSWER EACH QUESTION

NOTE: WAGES EARNED, EVEN THOUGH NOT PAYABLE, AT SIGNING MUST BE SHOWN THROUGH THE DAY PRIOR TO FILING IN CLERK'S OFFICE

FORM B (1-67)
OFFICIAL FORM (1-67)
GRAHAM & DEES LEGAL PRINTERS
BOX 1456 EAST ST. LOUIS, ILL. 62202

Schedule B—3 – Property not other wise scheduled.

Type of Property	Description and location	Market value of bankrupt's interest without deduction for secured claims listed in Schedule A-2 or exemptions claimed in Schedule B-4	
		$	
a. Property transferred under assignment for benefit of creditors, within 4 months prior to filing of petition [specify date of assignment, name and address of assignee, amount realized therefrom by the assignee, and disposition of proceeds so far as known to bankrupt]	None		
b. Property of any kind not otherwise scheduled	Seven ninths (7/9) of 1977 Federal Income Tax refund (no refund due from the State); gross amount $180.00	140	00
	Total	140	00

Schedule B—4. – Property claimed as exempt.

Type of property	Location, description, and so far as relevant to the claim of exemption, present use of property	Reference to statute creating the exemption	Value claimed exempt	
			$	
Petitioner's share of 1977 income tax refund	)		140	00
Clothing and personal effects	)	W.Va. Code §38-8-1	15	00
Cash on hand	)		5	00
Wages earned through March 29, 1978	)		300	00
			460	00
Cash surrender value of life insurance Life Insurance Co. of W.Va.		W.Va. Code §33-3-4	280	00
		Total	740	00

NOTE: A MARRIED PERSON, PARENT OF DEPENDENT CHILDREN OR HEAD OF HOUSEHOLD MAY CLAIM UP TO $1,000.00 AS EXEMPT. IF SPOUSE FILES, AN ADDITIONAL $1,000 IS NOT AVAILABLE. ANY CREDITOR WITH A DEBT PRIOR TO JUNE 7, 1974 MAY OBJECT TO ALLOWANCE OF MORE THAN $200 AS EXEMPT.

OATH OF INDIVIDUAL TO SCHEDULES A AND B

State of West Virginia

County Of Kanawha, ss:

I, JOHN HENRY DOE, do hereby swear that I have read the foregoing schedules, consisting of five (5) sheets, and that they are a statement of all my debts and all my property in accordance with the Bankruptcy Act, to the best of my knowledge, information, and belief.

Signed John Henry Doe

Subscribed and sworn to before me on March 29, 1978

My Commission Expires:

September 29, 1979

Dave Smith

Notary Public

(Official character)

FORM 6, B 1 & B 4
OFFICIAL FORM 1973
GRAHAM-PIERCE LEGAL PRINTERS,
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SUMMARY OF DEBTS AND PROPERTY

(From the statements of the bankrupt in Schedules A and B)

Schedule	Debts and Property	Total
	DEBTS	
A-1/a	Wages having priority	none
A-1/b(1)	Taxes owing United States	none
A-1/b(2)	Taxes owing states	400 00
A-1/b(3)	Taxes owing other taxing authorities	none
A-1/c(1)	Debts having priority by laws of United States	none
A-1/c(2)	Rent having priority under state law	none
A-2	Secured claims	2,300 00
A-3	Unsecured claims without priority	4,050 00
	Schedule A total	6,750 00
	PROPERTY	
B-1	Real property (total value)	none
B-2/a	Cash on hand	5 00
B-2/b	Deposits	none
B-2/c	Household goods	475 00
B-2/d	Books, pictures, and collections	none
B-2/e	Wearing apparel and personal possessions	15 00
B-2/f	Automobiles and other vehicles	800 00
B-2/g	Boats, motors, and accessories	none
B-2/h	Livestock and other animals	none
B-2/i	Farming supplies and implements	none
B-2/j	Office equipment and supplies	none
B-2/k	Machinery, equipment, and supplies used in business	none
B-2/l	Inventory	none
B-2/m	Other tangible personal property	none
B-2/n	Patents and other general intangibles	none
B-2/o	Bonds and other instruments	none
B-2/p	Other liquidated debts	300 00
B-2/q	Contingent and unliquidated claims	none
B-2/r	Interests in insurance policies	280 00
B-2/s	Annuities	none
B-2/t	Interests in corporations and unicorporated companies	none
B-2/u	Interests in partnerships	none
B-2/v	Equitable and future interests, rights, and powers in personality	none
B-3/a	Property assigned for benefit of creditors	none
B-3/b	Property not otherwise scheduled	140 00
B-4	Property claimed as exempt $ 740 00	
	Schedule B total	2,025.00

PLEASE CHECK THESE AGAINST THE SCHEDULE TOTALS

FORM 6. SUMMARY
OFFICIAL FORM 1973
GRAHAM PIERCE LEGAL PRINTERS,
P.O. BOX 1000, EAST ST. LOUIS, ILL. 62208

UNITED STATES DISTRICT COURT

FOR THE Southern DISTRICT OF West Virginia DIVISION

In re
JOHN HENRY DOE, Also known as
Henry Doe

Bankruptcy No. _____

Bankrupt (include here all names used by bankrupt within last 6 years)

DISCLOSURE OF FEES UNDER RULE 219(b)

I certify that I am the attorney for said bankrupt and that the compensation paid or promised me for the services rendered or to be rendered in connection with said bankruptcy case is as follows:

$ 50.00 paid. (PREVIOUSLY)

$ 250.00 to be paid. (IN THE FUTURE)

and that the source of the compensation paid was ~~cash from last pay check~~

and the source of the compensation promised to be paid is future earnings

I have not shared or agreed to share such compensation with any other person (outside of a member or regular associate of my law firm) except: none

the details of which agreement or sharing are as follows: none

Dated: March 29, 1978

Richard Court Jr

Attorney for the Bankrupt

STATEMENT OF AFFAIRS FOR BANKRUPT NOT ENGAGED IN BUSINESS

United States District Court

for the _____ District of _____

In re _____ } Bankruptcy No. _____

Bankrupt (include here all names used by bankrupt within last six years)

STATEMENT OF AFFAIRS FOR BANKRUPT NOT ENGAGED IN BUSINESS

(Each question should be answered or the failure to answer explained. If the answer is "none," this should be stated. If additional space is needed for the answer to any question, a separate sheet, properly identified and made a part hereof, should be used and attached.

The term "original petition," as used in the following questions, shall mean the petition filed under Rule 103, 104, or 105.)

1. Name and residence.

a. What is your full name and social security number?

b. Have you used, or been known by, any other names within the 6 years immediately preceding the filing of the original petition herein? (If so, give particulars.)

c. Where do you now reside?

d. Where else have you resided during the 6 years immediately preceding the filing of the original petition herein?

2. Occupation and income.

a. What is your occupation?

b. Where are you now employed? (Give the name and address of your employer, or the address at which you carry on your trade or profession, and the length of time you have been so employed.)

c. Have you been in a partnership with anyone, or engaged in any business during the 6 years immediately preceding the filing of the original petition herein? (If so, give particulars, including names, dates, and places.)

d. What amount of income have you received form your trade or profession during each of the 2 years immediately preceding the filing of the original petition herein?

e. What amount of income have you received from other sources during each of these 2 years? (Give particulars, including each source, and the amount received therefrom.)

3. Tax returns and refunds.

a. Where did you file your last federal and state income tax returns for the 2 years immediately preceding the filing of the original petition herein?

b. What tax refunds (income and other) have you received during the year immediately preceding the filing of the original petition herein?

c. To what tax refunds (income or other), if any, are you, or may you be, entitled? (Give particulars, including information as to any refund payable jointly to you and your spouse or any other person.)

4. Bank accounts and safe deposit boxes.

a. What bank accounts have you maintained, alone or together with any other person, and in your own or any other name within the 2 years immediately preceding the filing of the original petition herein? (Give the name and address of the bank, the name in which the deposit maintained, and the name and address of every other person authorized to make withdrawals from such account.)

b. What safe deposit box or boxes in other depository or depositories have you kept or used for your securities, cash, or other valuables within the 2 years immediately preceding the filing of the original petition herein? (Give the name and address of the bank or other depository, the name in which each box or other depository was kept, the name and address of every other person who had the right of access thereto, or of their description, if the contents thereof, and, if the box has been surrendered, state when surrendered, or, if transferred, when transferred, and the name and address of the transferee.)

5. Books and records.

a. Give your last books of account or records relating to your affairs within the 2 years immediately preceding the filing of the original petition herein?

b. In whose possession are these books or records? (Give names and addresses.)

c. If any of these books or records are not available, explain.

d. Have any books of account or records relating to your affairs been destroyed, lost, or otherwise disposed of within the 2 years immediately preceding the filing of the original petition herein? (If so, give particulars, including date of destruction, loss, or disposition, and reason therefor.)

6. Property held for another person.

List property of yours held for any other person? (Give name and address of such person, and describe the property, or give market value and all writings pertaining thereto.)

271

PETITION FOR VOLUNTARY BANKRUPTCY

United States District Court

for the _____ District of _____

In re

_____, Bankruptcy No. _____

Bankrupt (include here all names used by bankrupt within last 6 years)

VOLUNTARY PETITION

1. Petitioner's post-office address is _____.

2. Petitioner has resided (or has had his domicile or has had his principal place of business) within this district for the preceding 6 months (or for a longer portion of the preceding 6 months than in any other district).

3. Petitioner is qualified to file this petition and is entitled to the benefits of the Bankruptcy Act as a voluntary bankrupt.

Wherefore petitioner prays for relief as a voluntary bankrupt under the Act.

Signed _____
Attorney for Petitioner

Address _____

_____
(Petitioner signs if not represented by attorney.)

_____
Petitioner

State of _____

County of _____, ss.

I, _____, the petitioner named in the foregoing petition, do hereby swear that the statements contained therein are true according to the best of my knowledge, information, and belief.

_____
Petitioner

Subscribed and sworn to before me on _____

My Commission Expires: _____

_____ _____
(Official Character)

(Unless further time is granted by the court pursuant to Rule 108, this petition must be accompanied by a schedule of the petitioner's debts and property, his claim for such exemptions as he may be entitled to, and a statement of his affairs. These additional statements shall be submitted on official forms, shall include the information about the petitioner's property and debts required by the Bankruptcy Rules and by the forms, and shall be verified under oath.)

OFFICIAL FORM NO. 1 (1971)
GRAHAM PIERCE LEGAL PRINTERS,
BOX 1655, EAST ST. LOUIS, ILL. 62208

7. Prior bankruptcy.

What proceedings under the Bankruptcy Act have previously been brought by or against you? (State the location of the bankruptcy court, the nature and number of each proceeding, the date when it was filed, and whether a discharge was granted or refused, the proceeding was dismissed, or a composition, arrangement, or plan was confirmed.)

8. Receiverships, general assignments, and other modes of liquidation.

a. Was any of your property, at the time of the filing of the original petition herein, in the hands of a receiver, trustee, or other liquidating agent? (If so, give a brief description of the property, the name and address of the receiver, trustee, or other agent, and, if this agent was appointed in a court proceeding, the name and location of the court and the nature of the proceeding.)

b. Have you made any assignment of your property for the benefit of your creditors, or any general settlement with your creditors, within one year immediately preceding the filing of the original petition herein? (If so, give dates, the name and address of the assignee, and a brief statement of the terms of assignment or settlement.)

9. Property in hands of third person.

Is any other person holding anything of value in which you have an interest? (Give name and address, location and description of the property, and circumstances of the holding.)

10. Suits, executions, and attachments.

a. Were you a party to any suit pending at the time of the filing of the original petition herein? (If so, give the name and location of the court and the title and nature of the proceeding.)

b. Were you a party to any suit terminated within the year immediately preceding the filing of the original petition herein? (If so, give the name and location of the court, the title and nature of the proceeding, and the result.)

c. Has any of your property been attached, garnished, or seized under any legal or equitable process within the 4 months immediately preceding the filing of the original petition herein? (If so, describe the property seized or person garnished, and at whose suit.)

11. Loans repaid.

What repayments on loans in whole or in part have you made during the year immediately preceding the filing of the original petition herein? (Give the name and address of the lender, the amount of the loan and when received, the amounts and dates of payments and, if the lender is a relative, the relationship.)

12. Transfers of property.

a. Have you made any gifts, other than ordinary and usual presents to family members and charitable donations, during the year immediately preceding the filing of the original petition herein? (If so, give names and addresses of donees and dates, description, and value of gifts.)

b. Have you made any other transfer, absolute or for the purpose of security, or any other disposition, of real or tangible personal property during the year immediately and preceding the filing of the original petition herein? (Give a description of the property, the date of the transfer or disposition, to whom transferred or how disposed of, and, if the transferee is a relative, the relationship, the consideration, if any, received therefor, and the disposition of such consideration.)

13. Repossessions and returns.

Has any property been returned to, or repossessed by, the seller or by a secured party during the year immediately preceding the filing of the original petition herein? (If so, give particulars including the name and address of the party getting the property and its description and value.)

14. Losses.

a. Have you suffered any losses from fire, theft, or gambling during the year immediately preceding the filing of the original petition herein? (If so, give particulars, including dates, names, and places, and the amounts of money or value and general description of property lost.)

b. Was the loss covered in whole or part by insurance? (If so, give particulars.)

15. Payments or transfers to attorneys.

a. Have you consulted an attorney during the year immediately preceding or since the filing of the original petition herein? (Give date, name, and address.)

b. Have you during the year immediately preceding or since the filing of the original petition herein paid any money or transferred any property to the attorney or to any other person on his behalf? (If so, give particulars, including amount paid or value of property transferred and date of payment or transfer.)

c. Have you, either during the year immediately preceding or since the filing of the original petition herein, agreed to pay any money or transfer any property to an attorney at law or to any other person on his behalf? (If so, give particulars, including amount and terms of obligation.)

State of _____ County of _____, ss.

I, _____, do hereby make solemn oath that I have read the answers contained in the foregoing statement of affairs and that they are true and complete to the best of my knowledge, information, and belief.

_____
Bankrupt.

Subscribed and sworn to before me on _____

My commission expires _____ _____
(Official Character)

OFFICIAL FORM 7 PAGE 2
OFFICIAL FORM 1971
GRAHAM-PIERCE LEGAL PRINTERS,
BOX 1668, EAST ST. LOUIS, ILL. 62208

SCHEDULES

United States District Court

for the _____ District of _____

In re _____ } Bankruptcy No. _____

Bankrupt (include here all names used by bankrupt within last six years)

Schedule A—STATEMENT OF ALL DEBTS OF BANKRUPT

Schedules A-1, A-2, and A-3 must include all the claims against the bankrupt or his property as of the date of the filing of the petition by or against him.

Schedule A—1.—Creditors having priority.

Nature of claim	Name of creditor and complete mailing address including zip code (If unknown, so state)	Specify when claim was incurred and the consideration therefor; when claim is contingent, unliquidated, disputed or subject to setoff, evidenced by a judgment, negotiable instrument, or other writing, or incurred as partner or joint contractor, so indicate; specify name of any partner or joint contractor on any debt	Amount of claim
a. Wages and commissions owing to workmen, servants, clerks, or traveling or city salesmen on salary or commission basis, whole or part time, whether or not selling exclusively for the bankrupt, not exceeding $600 to each, earned within 3 months before filing of petition			$
b. Taxes owing (itemize by type of tax and taxing authority)			
(1) To the United States			
(2) To any state			
(3) To any other taxing authority			
c. (1) Debts owing to any person, including United States, entitled to priority by laws of United States (itemize by type)			
(2) Rent owing to a landlord entitled to priority by laws of any state accrued within 3 months before filing of petition, for actual use and occupancy			
		Total	

FORM 6 A-1
OFFICIAL FORM 1975
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Schedule A-3.—CREDITORS HAVING UNSECURED CLAIMS WITHOUT PRIORITY

Name of creditor (including last known holder of any negotiable instrument) and complete mailing address including zip code. (If unknown, so state)	Specify when claim was incurred and the consideration therefor; when claim is contingent, unliquidated, disputed, subject to setoff, evidenced by a judgment, negotiable instrument, or other writing, or incurred as partner or joint contractor, so indicate; specify name of any partner or joint contractor on any debt	Amount of claim
		$
	Total	

FORM A-3
OFFICIAL FORM 1311
GRAHAM-PIERCE LEGAL PRINTERS
BOX 1886 EAST ST. LOUIS, ILL. 62206

Schedule A-2. – Creditors Holding Security

Name of creditor and complete mailing address including zip code (if unknown, so state)	Description of security and date when obtained by creditor	Specify when claim was incurred and the consideration therefor; when claim is contingent, unliquidated, disputed, subject to setoff, evidenced by a judgment, negotiable instrument, or other writing, or incurred as partner or joint contractor, so indicate; specify name of any partner or joint contractor on any debt	Market value		Amount of claim without deduction of value of security	
			$		$	
		Total				

FORM 6 A-2
OFFICIAL FORM 1973
GRAHAM-PIERCE LEGAL PRINTERS
BOX 1988, EAST ST. LOUIS, ILL. 62205

Schedule B.—STATEMENT OF ALL PROPERTY OF BANKRUPT

Schedules B-1, B-2, B-3, and B-4 must include all property of the bankrupt as of the date of the filing of the petition by or against him.

Schedule B—1. — Real property.

Description and location of all real property in which bankrupt has an interest (including equitable and future interests, interests in estates by the entirety, community property, life estates, leaseholds, and rights and powers exercisable for his own benefit)	Nature of interest (specify all deeds and written instruments relating thereto)	Market value of bankrupt's interest without deduction for secured claims listed on Schedule A-2 or exemptions claimed in Schedule B-4
		$
		Total

Schedule B—2. — Personal Property.

Type of property	Description and location	Market value of bankrupt's interest without deduction for secured claims listed on Schedule A-2 or exemptions claimed in Schedule B-4
		$
a. Cash on hand		
b. Deposits of money with banking institutions, savings and loan associations, credit unions, public utility companies, landlords, and others		
c. Household goods, supplies, and furnishings		
d. Books, pictures, and other art objects, stamp, coin, and other collections		
e. Wearing apparel, jewelry, firearms, sports equipment, and other personal possessions		
f. Automobiles, trucks, trailers, and other vehicles		
g. Boats, motors, and their accessories		
h. Livestock, poultry, and other animals		
i. Farming supplies and implements		
j. Office equipment, furnishings, and supplies		
k. Machinery, fixtures, equipment, and supplies (other than those listed in Items j and i) used in business		
l. Inventory		
m. Tangible personal property of any other description		
n. Patents, copyrights, franchises, and other general intangibles (specify all documents and writings relating thereto)		
o. Government and corporate bonds and other negotiable and nonnegotiable instruments		
p. Other liquidated debts owing bankrupt or debtor		
q. Contingent and unliquidated claims of every nature, including counterclaims of the bankrupt or debtor (give estimated value of each)		
r. Interests in insurance policies (itemize surrender or refund values of each)		
s. Annuities		
t. Stocks and interest in incorporated and unincorporated companies (itemize separately)		
u. Interests in partnerships		
v. Equitable and future interest, life estates, and rights or power exercisable for the benefit of the bankrupt or debtor (specify all written instruments relating thereto)		
		Total

FORMS B-1 & B-2
OFFICIAL FORM 1973
GRAHAM-PIERCE LEGAL PRINTERS
BOX 1666, EAST ST. LOUIS, ILL. 62206

Schedule B–3 – Property not other wise scheduled.

Type of Property	Description and location	Market value of bankrupt's interest without deduction for secured claims listed in Schedule A-2 or exemptions claimed in Schedule B-4	
a. Property transferred under assignment for benefit of creditors, within 4 months prior to filing of petition (specify date of assignment, name and address of assignee, amount realized therefrom by the assignee, and disposition of proceeds so far as known to bankrupt)		$	
b. Property of any kind not otherwise scheduled			
	Total		

Schedule B–4. – Property claimed as exempt.

Type of property	Location, description, and so far as relevant to the claim of exemption, present use of property	Reference to statute creating the exemption	Value claimed exempt	
			$	
		Total		

OATH OF INDIVIDUAL TO SCHEDULES A AND B

State of _____

County Of _____, ss:

I, _____, do hereby swear that I have read the foregoing schedules, consisting of _____ sheets, and that they are a statement of all my debts and all my property in accordance with the Bankruptcy Act, to the best of my knowledge, information, and belief.

Signed: _____

Subscribed and sworn to before me on _____

My Commission Expires: _____

_____ _____

(Official character)

FORM 6, B-1 & B-4
OFFICIAL FORM 1971
GRAHAM PIERCE LEGAL PRINTERS,
BOX 1455, EAST ST. LOUIS, ILL. 62206

UNITED STATES DISTRICT COURT

FOR THE _____ DISTRICT OF _____ DIVISION

In re

_____

Bankruptcy No. _____

_____

Bankrupt (include here all names used by bankrupt within last 6 years)

DISCLOSURE OF FEES UNDER RULE 219(b)

I certify that I am the attorney for said bankrupt and that the compensation paid or promised me for the services rendered or to be rendered in connection with said bankruptcy case is as follows:

$ _____ paid.

$ _____ to be paid.

and that the source of the compensation paid was _____

_____

_____

and the source of the compensation promised to be paid is _____

_____

_____

I have not shared or agreed to share such compensation with any other person (outside of a member or regular associate of my law firm) except: _____

_____

the details of which agreement or sharing are as follows: _____

_____

_____

Dated _____

_____

Attorney for the Bankrupt

SUMMARY OF DEBTS AND PROPERTY

(From the statements of the bankrupt in Schedules A and B)

Schedule	Debts and Property	Total
	DEBTS	
A-1/a	Wages having priority	
A-1/b(1)	Taxes owing United States	
A-1/b(2)	Taxes owing states	
A-1/b(3)	Taxes owing other taxing authorities	
A-1/c(1)	Debts having priority by laws of United States	
A-1/c(2)	Rent having priority under state law	
A-2	Secured claims	
A-3	Unsecured claims without priority	
	Schedule A total	
	PROPERTY	
B-1	Real property (total value)	
B-2/a	Cash on hand	
B-2/b	Deposits	
B-2/c	Household goods	
B-2/d	Books, pictures, and collections	
B-2/e	Wearing apparel and personal possessions	
B-2/f	Automobiles and other vehicles	
B-2/g	Boats, motors, and accessories	
B-2/h	Livestock and other animals	
B-2/i	Farming supplies and implements	
B-2/j	Office equipment and supplies	
B-2/k	Machinery, equipment, and supplies used in business	
B-2/l	Inventory	
B-2/m	Other tangible personal property	
B-2/n	Patents and other general intangibles	
B-2/o	Bonds and other instruments	
B-2/p	Other liquidated debts	
B-2/q	Contingent and unliquidated claims	
B-2/r	Interests in insurance policies	
B-2/s	Annuities	
B-2/t	Interests in corporations and unicorporated companies	
B-2/u	Interests in partnerships	
B-2/v	Equitable and future interests, rights, and powers in personality	
B-3/a	Property assigned for benefit of creditors	
B-3/b	Property not otherwise scheduled	
B-4	Property claimed as exempt $ _____	
	Schedule B total	

FORM 6. SUMMARY
OFFICIAL FORM 1973
GRAHAM-PIERCE LEGAL PRINTERS
BOX 1666, EAST ST. LOUIS, ILL. 62205

ANSWERS TO STUDENT HANDOUT 07/19/01

1. False
2. False
3. True
4. False
5. True

MODULE 08: Client Documents

Competency Statement 01: Prepare agreements

Materials Needed:

1. An agreement written in longhand for Learning Activity #4 and for the Criterion Evaluation.
2. A tape of an agreement and a tape recorder for Learning Activity #5 and for the Criterion Evaluation.
3. An agreement on a dictating machine and a transcribing machine for Learning Activity #6 and for the Criterion Evaluation.
4. A sample agreement (provided on the following pages).
5. A typewriter

Textbooks Needed: None

Instructor Responsibilities:

1. Check the student's work on the practice exercises in Student Handout 08/01/01. (Answers are on the following pages.)
2. Lecture on typing agreements. Use the sample agreement on the following pages as a guide. Stress that each attorney will want agreements in a slightly different format; that this is only one method.
3. Give a quiz on typing agreements. All students must pass the quiz.
4. Provide a copy of an agreement written in longhand for Learning Activity #4.
5. Check the student's work on Learning Activity #4, making sure that the agreement is typed in the correct format and that there are no typographical errors or corrections.
6. Provide a tape of an agreement and a tape recorder for Learning Activity #5.

7. Check the student's work on Learning Activity #5, making sure that the agreement is typed in the proper format and that there are no typographical errors or corrections.

8. Provide an agreement on a dictating machine and a transcribing machine for Learning Activity #6.

9. Check the student's work on Learning Activity #6, making sure that the agreement is typed in the proper format and that there are no typographical errors or corrections.

10. Provide a sample agreement and specifications for composing an agreement for Learning Activity #7.

11. Check the student's work in Learning Activity #7, making sure that the agreement is typed in the proper format and that there are no typographical errors or corrections.

12. Provide an agreement written in longhand, a tape of an agreement and a tape recorder, an agreement on a dictating machine and a transcribing machine, and a sample agreement and specifications for composing an agreement for the Criterion Evaluation.

13. Check the student's work on the Criterion Evaluation, making sure that the agreement is typed in the proper format and that there are no typographical errors or corrections.

14. Rate the student on the Student Checklist.

ANSWERS TO STUDENT HANDOUT 08/01/01

1. False
2. False
3. True
4. True
5. True

THIS AGREEMENT, Made this 1st day of February, 1978, by and between RAYMOND K. MASTERS, hereinafter referred to as "Employee," and MARTIN AND ASSOCIATES, INC., a corporation organized and existing under the laws of the State of West Virginia, hereinafter referred to as "Employer,"

W I T N E S S E T H:

WHEREAS, Employer is engaged in the business of estate planning and giving investment advice; and

WHEREAS, Employer desires to employ Employee as an investment adviser, insurance agent, securities broker, and registered representative of Employer; and

WHEREAS, Employee possesses special training, skill, and experience necessary for such employment;

NOW, THEREFORE, in consideration of Ten Dollars ($10.00), cash in hand paid, the receipt and sufficiency of which are hereby acknowledged, and in consideration of the mutual promises contained herein, Employer and Employee do hereby mutually COVENANT, PROMISE, AGREE and CONTRACT as follows:

(1) Employee shall be employed by Employer in the position of President.

(2) The employment of Employee shall begin on February 1, 1978, and shall continue in full force and effect until midnight of January 31, 1979.

(3) Upon the expiration and termination hereof, unless both Employer and Employee so agree in writing, this Agreement shall be extended.

(4) Employee shall be paid, under the terms hereof, a salary of One Hundred Forty-Four Thousand Dollars ($144,000.00) per year, payable at such time or times as shall be mutually agreeable to Employer and Employee. Such salary is expressly

made subject to the ability of Employer to pay said sum.

(5) During the term of this Agreement, and any extensions hereof, Employee shall be reimbursed by Employer for all reasonable and necessary business costs and expenses upon submission of receipts therefor.

(6) Employee shall perform all duties assigned to him by Employer to the best of his abilities, and in a manner satisfactory to Employer.

(7) Employee shall accurately maintain and preserve all records and reports required by Employer and shall fully account for all money and all other property of Employer of which he may have custody and shall pay over and deliver the same at such time and place and in such manner as directed by Employer.

(8) Employer shall be entitled to any and all commissions earned by Employee when said commissions are paid to Employee while furthering the business purposes of Employer.

(9) Employee shall keep secret the names of, or any other information relating to any past, present, or prospective stockholder, security holder, creditor, borrower, business customer or associate of Employer, and Employee shall keep secret any and all knowledge as to such subjects, and as to any loans, agreements, earnings, finances and all other matters relating to Employer.

(10) This Agreement constitutes the sole and complete agreement between the parties hereto, and supersedes all prior oral agreements or understandings, if any, and no modification, revision, or amendment hereof shall be valid and effective unless made in writing executed by Employer and Employee.

(11) This Agreement is executed under, and shall be construed according to, the laws of the State of West Virginia.

IN WITNESS WHEREOF, Employee has signed his name and

affixed his seal and Employer has caused its name to be signed and its seal to be hereunto affixed by its proper officer thereunto duly authorized, all as of the day and year first above noted.

_____(SEAL)
Raymond K. Masters

EMPLOYEE

MARTIN AND ASSOCIATES, INC.
a West Virginia corporation,

By _____
Its Secretary

EMPLOYER

STATE OF WEST VIRGINIA,
COUNTY OF KANAWHA, to-wit:

I, Laura Myers, a Notary Public in and for the County and State aforesaid, do certify that Raymond K. Masters, who signed the attached writing, bearing date the 1st day of February, 1978, has this day acknowledged the same before me in my said County.

Given under my hand this _____ day of _____, 1978.

My commission expires October 11, 1986.

_____
Notary Public.

STATE OF WEST VIRGINIA,

COUNTY OF KANAWHA, to-wit:

I, Laura Myers, a Notary Public in and for the County and State aforesaid, do certify that Mabel S. Martin, who signed the attached writing, bearing date the 1st day of February, 1978, as Secretary of Martin and Associates, Inc., a West Virginia corporation, has this day acknowledged the same before me in my said County to be the act and deed of said corporation.

Given under my hand this ____ day of _____, 1978.

My commission expires October 11, 1986.

_____
Notary Public

MODULE 08: Client Documents

Competency Statement 02: Prepare powers of attorney

Materials Needed.

1. A power of attorney written in longhand for Learning Activity #4 and for the Criterion Evaluation.

2. A tape of a power of attorney and a tape recorder for Learning Activity #5 and for the Criterion Evaluation.

3. A power of attorney on a dictating machine and a transcribing machine for Learning Activity #6 and for the Criterion Evaluation.

4. A sample power of attorney (provided on the following pages) and specifications on composing a power of attorney for Learning Activity #7 and for the Criterion Evaluation.

5. A typewriter.

Textbooks Needed: None

Instructor Responsibilities:

1. Check the student's work on the practice exercises in Student Handout 08/02/01. (Answers are on the following pages.)

2. Lecture on typing powers of attorney, using the sample power of attorney provided on the following pages. Stress that this is only one method of typing a power of attorney, and that each attorney will use a slightly different form.

3. Give a quiz on typing powers of attorney. All students must pass the quiz.

4. Provide a handwritten power of attorney for Learning Activity #4.

5. Check the student's work on Learning Activity #4, making sure that the power of attorney is typed in the proper format with no typographical errors or corrections.

6. Provide a tape of a power of attorney and a tape recorder for Learning Activity #5.

7. Check the student's work on Learning Activity #5, making sure that the power of attorney is typed in the correct format with no typographical errors or corrections.

8. Provide a power of attorney on a dictating machine and a transcribing machine for Learning Activity #6.

9. Check the student's work on Learning Activity #6, making sure that the power of attorney is typed in the correct format with no typographical errors or corrections.

10. Provide a sample power of attorney (provided on the following pages) and specifications for completing it for Learning Activity #7.

11. Check the student's work on Learning Activity #7, making sure that the power of attorney is typed in the correct format with no typographical errors or corrections.

12. Provide a handwritten power of attorney, a tape of a power of attorney and a tape recorder, a power of attorney on a dictating machine and a transcribing machine, a sample power of attorney and specifications for composing a power of attorney for the Criterion Evaluation.

13. Check the student's work on the Criterion Evaluation, making sure that the powers of attorney are typed in the correct format with no typographical errors or corrections.

14. Rate the student on the Student Checklist.

ANSWERS TO STUDENT HANDOUT 08/02/01

1. Yes

2. The name of the person receiving the authority; the duties which the grantee may perform; and the time period in which the grantee may act.

3. An instrument authorizing one person to act as an agent for another.

4. No.

5. No.

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, That I, , of the County of and State of West Virginia, have made, constituted and appointed, and by these presents do make, constitute and appoint , of , West Virginia, my true and lawful attorney for me in my name, place and stead to bargain, sell, grant and convey to such person or persons and for such sum or sums of money or other considerations as my said attorney shall deem most to my advantage and profit, my interest of every name and kind in and to any and all real or personal property owned by me, wherever situate and found; to make all necessary deeds, conveyances, assignments and transfers thereof, with such covenants, warranties and assurances as to my said attorney shall seem expedient; to sign, seal, acknowledge and deliver same; to accept and receive the sum or sums of money or other consideration or considerations which shall be coming to me on account of said sale or sales; to draw checks against my account in any bank in which I have money on deposit; to endorse notes, checks, drafts or bills of exchange which may require my endorsement for deposit as cash or for collection in said banks; to accept all drafts or bills of exchange which may be drawn upon me in the usual course of my business; to make, execute, acknowledge and deliver any contract, lease, release, or agreement which my said attorney may deem proper or necessary in the conduct of my affairs and the management of my estate; to collect debts owed to me; to institute, prosecute or compromise suits; to pay premiums on insurance policies; to pay debts owed by me; to borrow money in my behalf from and/or others and to make and deliver all promissory notes, pledges, deeds of trust and other instruments required in connection therewith; to make, draw, sign or endorse in my name and stead all bills of exchange or promissory notes, or other evidences of my obligations, in which I shall be interested or concerned, or upon which I shall be liable and waive demand, notice and notice of protest of all such writings; to execute in my name and stead income tax returns and other instruments necessary or proper in connection with any and all taxes now or hereafter owed by me; and for the purposes aforesaid, or any of them, to sign my name to and execute on my behalf all checks, contracts, transfers, releases, assignments and instruments whatever; to hold as my nominee any sotcks, bonds or other evidence of indebtedness or negotiable property with full power in such attorney to sell, sign over and transfer stocks or securities in my name, to use, manage, grant and transfer such property, and/or the proceeds thereof at my direction or for my benefit; generally to act in relation to my estate and to the premises as fully and effectually in all respects as I myself could do; and to do, execute and perform all and every other act or acts, thing or things needed, needful and necessary to be done in and about the premises as fully, largely and amply, to all intents and purposes as I myself might or could do if acting personally.

And I hereby ratify and confirm all lawful acts done by my said attorney by virtue hereof.

WITNESS the following signature and seal this _____ day of _____, 197--.

_____(SEAL)

MODULE 08: Client Documents

Competency Statement 03: Prepare contracts

Materials Needed:

1. A contract written in longhand for Learning Activity #4 and for the Criterion Evaluation.

2. A tape of a contract and a tape recorder for Learning Activity #5 and for the Criterion Evaluation.

3. A contract on a dictating machine and a transcribing machine for Learning Activity #6 and for the Criterion Evaluation.

4. A sample contract (which is provided on the following pages) for Learning Activity #7 and for the Criterion Evaluation.

5. A typewriter.

Instructor Responsibilities:

1. Check the student's work on the practice exercises in Student Handout 08/03/01. (Answers are on the following pages.)

2. Lecture on typing contracts, using the sample contract provided on the following pages. Stress that this is only one method of typing contracts, and that each attorney will prefer a slightly different method.

3. Give a quiz on typing contracts. All students must pass the quiz.

4. Provide a handwritten contract for Learning Activity #4.

5. Check the student's work on Learning Activity #4, making sure that the contract is typed in the correct format with no typographical errors or corrections.

6. Provide a tape of contract and a tape recorder for Learning Activity #5.

7. Check the student's work on Learning Activity #5, making sure that the contract is typed in the correct format with no typographical errors or corrections.

8. Provide a contract on a dictating machine and a transcribing machine for Learning Activity #6.

9. Check the student's work on Learning Activity #6 making sure that the contract is typed in the correct format with no typographical errors or corrections.

10. Provide a sample contract (provided on the following pages) and specifications for composing a contract for Learning Activity #7.

11. Check the student's work on Learning Activity #7, making sure that the contract is typed in the correct format with no typographical errors or corrections.

12. Provide a handwritten contract, a tape of a contract, and a tape recorder, a contract on a dictating machine and a transcribing machine, a sample contract, and specifications for completing it for the Criterion Evaluation.

13. Check the student's work on the Criterion Evaluation, making sure that the contracts are typed in the correct format with no typographical errors or corrections.

14. Rate the student on the Student Checklist.

ANSWERS TO STUDENT HANDOUT 08/03/01

1. False
2. True
3. True
4. True
5. False

MODULE 08: Client Documents

Competency Statement 04: Prepare bills of sale

Materials Needed:

1. A bill of sale written in longhand for Learning Activity #4 and for the Criterion Evaluation.

2. A tape of a bill of sale and a tape recorder for Learning Activity #5 and for the Criterion Evaluation.

3. A bill of sale on a dictating machine and a transcribing machine for Learning Activity #6 and for the Criterion Evaluation.

4. A sample bill of sale (provided on the following pages) and specifications on composing a bill of sale for Learning Activity #7 and for the Criterion Evaluation.

5. A typewriter.

Textbooks Needed: None

Instructor Responsibilities:

1. Check the student's work on the practice exercises in Student Handout 08/02/01. (Answers are on the following pages.)

2. Lecture on typing bills of sale, using the sample bill of sale provided on the following pages. Stress that this is only one method of typing a bill of sale, and that each attorney will use a slightly different form.

3. Give a quiz on typing bills of sale. All students must pass the quiz.

4. Provide a handwritten bill of sale for Learning Activity #4.

5. Check the student's work on Learning Activity #4, making sure that the bill of sale is typed in the proper format with no typographical errors or corrections.

6. Provide a tape of a bill of sale and a tape recorder for Learning Activity #5.

7. Check the student's work on Learning Activity #5, making sure that the bill of sale is typed in the correct format with no typographical errors or corrections.

8. Provide a bill of sale on a dictating machine and a transcribing machine for Learning Activity #6

9. Check the student's work on Learning Activity #6, making sure that the bill of sale is typed in the correct format with no typographical errors or corrections.

10. Provide a sample bill of sale (provided on the following pages) and specifications for completing it for Learning Activity #7.

11. Check the student's work on Learning Activity #7, making sure that the bill of sale is typed in the correct format with no typographical errors or corrections.

12. Provide a handwritten bill of sale, a tape of a bill of sale and a tape recorder, a bill of sale on a dictating machine and a transcribing machine, a sample bill of sale and specifications for composing a bill of sale for the Criterion Evaluation.

13. Check the student's work on the Criterion Evaluation, making sure that the bills of sale are typed in the correct format with no typographical errors or corrections.

14. Rate the student on the Student Checklist.

ANSWERS TO STUDENT HANDOUT 08/04/01

1. A deed conveys real property, while a bill of sale conveys personal property. Both are conveying instruments.

2. Uniform Commercial Code.

3. A bill of sale evidences transfer; a contract of sale indicates intention to transfer.

4. No.

MODULE 08: Client Documents

Competency Statement 05: Prepare leases

Materials Needed:

1. A lease written in longhand for Learning Activity #4 and for the Criterion Evaluation.

2. A tape of a lease and a tape recorder for Learning Activity #5 and for the Criterion Evaluation.

3. A lease on a dictating machine and a transcribing machine for Learning Activity #6 and for the Criterion Evaluation.

4. A sample lease (which is provided on the following pages) for Learning Activity #7 and for the Criterion Evaluation.

5. A typewriter.

Instructor Responsibilities:

1. Check the student's work on the practice exercises in Student Handout 08/03/01. (Answers are on the following pages.)

2. Lecture on typing lease, using the sample lease provided on the following pages. Stress that this is only one method of typing leases, and that each attorney will prefer a slightly different method.

3. Give a quiz on typing leases. All students must pass the quiz.

4. Provide a handwritten lease for Learning Activity #4.

5. Check the student's work on Learning Activity #4, making sure that the lease is typed in the correct format with no typographical errors or corrections.

6. Provide a tape of a lease and a tape recorder for Learning Activity #5.

7. Check the student's work on Learning Activity #5, making sure that the lease is typed in the correct format with no typographical errors or corrections.

8. Provide a lease on a dictating machine and a transcribing machine for Learning Activity #6.

9. Check the student's work on Learning Activity #6, making sure that the lease is typed in the correct format with no typographical errors or corrections.

10. Provide a sample lease (provided on the following pages) and specifications for composing a lease for Learning Activity #7.

11. Check the student's work on Learning Activity #7, making sure that the lease is typed in the correct format with no typographical errors or corrections.

12. Provide a handwritten lease, a tape of a lease, and a tape recorder, a lease on a dictating machine and a transcribing machine, a sample lease and specifications for completing it for the Criterion Evaluation.

13. Check the student's work on the Criterion Evaluation, making sure that the leases are typed in the correct format with no typographical errors or corrections.

14. Rate the student on the Student Checklist.

ANSWERS TO STUDENT HANDOUT 08/05/01

1. False
2. False
3. True
4. True
5. False

AGREEMENT OF LEASE

THIS AGREEMENT, Made this 4th day of July, 1978, by and between LAUREL RIDGE COMPANY, a West Virginia corporation, hereinafter referred to as "Lessor," and SHERI LYNN SANDERS, hereinafter referred to as "Lessee;"

W I T N E S S E T H:

That for and in consideration of the rental hereinafter reserved and the agreement of the Lessee, and upon the conditions hereinafter set out, the Lessor does hereby lease to the party of the second part for a term of one year, beginning September 1, 1977, and terminating August 31, 1978, that certain apartment numbered A, located at 2500 Laurel Road, St. Albans, West Virginia, and appurtenances therein, and including the westerly garage on the lower level and driveway access thereto. Lessee shall further have the right of renewal of said lease for an additional year at the same rental by giving notice to the Lessor sixty (60) days prior to the termination of the original lease.

In consideration thereof, the Lessee agrees to pay to the Lessor at P. O. Box 85, St. Albans, West Virginia 25399, monthly in advance on the first day of each month, the sum of Two Hundred Fifty Dollars ($250.00) beginning with September 1, 1977. Lessee agrees to take good care of the premises, keeping the same in good repair, including minor plumbing repairs, at her own expense; that she will not place nails in any of the walls, floors or ceiling; that she will properly furnish the apartment (where not already provided), curtains, and furniture designed to keep noise at a minimum; that she will be responsible for the behavior of any guests she may have, and of any pets kept on the premises; that she will not break any laws or ordinances while occupying the

property and will share in the maintaining of the yard, cutting the grass, removal of fallen leaves, brush, snow, and trash from the exterior of the apartment building. Lessee agrees to contract for and to pay for the gas, electricity, water and sanitation services used by her including the Sanitary Board and the City trash removal fees. Lessee also agrees to keep light bulbs in the fixtures in the common hallways and at the building entrances. Lessor will pay for any major repairs made by Lessor to the building.

It is further agreed by the Lessee that this lease shall not be assigned, nor any part of the premises sublet without written consent having first been obtained from the Lessor, and at the termination of the lease for any cause the Lessee will surrender said premises to the Lessor, in a clean condition, and give it full, quiet and peaceful possession without further notice. Lessee agrees to faithfully keep and perform her several agreements hereunder. If in default and it not being promptly cured, may, at its option, terminate this lease and all rights of the Lessee thereunder and re-enter upon and retake possession of the premises without further notice.

WITNESS the following signatures and seals.

LAUREL RIDGE COMPANY
a West Virginia corporation

by _____
Its President
Lessor

_____
Sheri Lynn Sanders
Lessee

MODULE 08: Client Documents

Competency Statement 06: Prepare deeds

Materials Needed:

1. A deed written in longhand for Learning Activity #4 and for the Criterion Evaluation.
2. A tape of a deed and a tape recorder for Learning Activity #5 and for the Criterion Evaluation.
3. A deed on a dictating machine and a transcribing machine for Learning Activity #6 and for the Criterion Evaluation.
4. A sample deed (provided in the following pages) and specifications for composing a deed for Learning Activity #7 and for the Criterion Evaluation.
5. A typewriter.
6. A tape recorder.
7. A transcribing machine.

Textbooks Needed: None

Instructor Responsibilities:

1. Check the student's work on the practice exercises in Student Handout 08/06/01. (Answers are on the following pages.)
2. Lecture on typing deeds. Be sure to stress that yours is only one typing format - that each attorney will prefer a slightly different method.
3. Give a quiz on typing deeds. All students must pass the quiz.
4. Provide a copy of a deed written in longhand for Learning Activity #4.

5. Check the student's work on Learning Activity #4, making sure that the deed is typed in the correct format with no typographical errors or corrections.

6. Provide a tape of a deed and a tape recorder for Learning Activity #5.

7. Check the student's work on Learning Activity #5, making sure that the deed is typed in the correct format with no typographical errors or corrections.

8. Provide a deed on a dictating machine and a transcribing machine for Learning Activity #6.

9. Check the student's work on Learning Activity #6, making sure that the deed is typed in the correct format with no typographical errors or corrections.

10. Provide a sample deed (provided on the following pages) and specifications for composing a deed for Learning Activity #7.

11. Check the student's work on Learning Activity #7, making sure that the deed is typed in the correct format with no typographical errors or corrections.

12. Provide a handwritten deed, a tape of a deed and a tape recorder, a deed on a dictating machine and a transcribing machine, and a sample deed and specifications for composing the deed for the Criterion Evaluation.

13. Check the student's work on the Criterion Evaluation, making sure that all deeds are typed in the correct format with no typographical errors or corrections.

14. Rate the student on the Student Checklist.

ANSWERS TO STUDENT HANDOUT 08/06/31

1. A deed used to obtain a release from a person who may have an interest or claim to the property.

2. The consideration clause gives the nominal consideration for the property, the declaration of total consideration states the whole amount that the grantee is paying the grantor.

3. It must be in writing; Grantor must be competent; Consideration must be stated; It must contain a statement of intent to convey real property; Must include a definite description of the property being conveyed; Must contain a habendum clause; Must be signed by the Grantor.

4. A guarantee that the grantor has a good title and the power to convey the property.

5. A clause giving the property to the Grantee "to have and to hold...[and to] his heirs and assigns forever."

THIS DEED, Made this 3rd day of January, 1978, by and between DEVELOPERS, INCORPORATED, a West Virginia corporation, party of the first part, and JOHN F. STEWART and GRETCHEN STEWART, his wife, parties of the second part;

W I T N E S S E T H:

That for and in consideration of the sum of Ten Dollars ($10.00), cash in hand paid, and other good and valuable consideration, the receipt of all of which is hereby acknowledged, the said party of the first part does hereby GRANT and CONVEY unto the parties of the second part, as joint tenants with right of survivorship and not as tenants in common that certain lot or parcel of land, together with the improvements thereon and the appurtenances thereunto belonging, situate in Jackson District, Pendleton County, West Virginia, within that area commonly known as "Woodsfield" and being known, numbered and designated as Lot 45, Block 23, Woodsfield, as set out, laid down, and designated on a map or plat entitled "Woodsfield, Developed by DEVELOPERS, INCORPORATED, Revised: 6-12-77 Section B & C, Phase I, Jackson District, Kanawha County, West Virginia, made by Kevin R. Rodgers, P.E. #6426, final approval by Pendleton County Planning Commission, date: 6-14-77," and recorded in the office of the Clerk of the County Commission of Pendleton County, West Virginia, in Photostatic Map Book 62, at

page 230, and being part of the same property conveyed to the party of the first part by deed dated the 31st day of December, 1977, from Louise Carr, Executrix of the Estate of Henry Paul Carr, of record in said Clerk's office in Deed Book 321, at page 432, reference to which deed and map is hereby made for a more particular description of the land herein conveyed.

It is understood and agreed that the walls separating the divisions of the townhouses within Woodsfield shall be and are party walls for the use and benefit of the property herein conveyed and the properties adjoining the same on either side thereof, said walls to continue to be such party walls so long as they remain in a safe, sound and serviceable condition; and the provisions of this instrument for such party walls shall be deemed to be covenants running with the land herein conveyed, and which shall be valid and binding upon the party of the first part, its successors and assigns.

This conveyance is made subject to the protective covenants and reservations as set forth in that certain "Declaration of Protective Covenants and Reservations Pertaining to Lots in Woodsfield Section A, Phase I, in Jackson District, Pendleton County, West Virginia, dated January 11, 1976," and recorded in said Clerk's office in Deed Book 62, at page 42.

Subject to the matters set forth herein and subject further to the lien of the 1978 real property taxes assessed

against said property, which taxes shall be prorated between the parties hereto on a calendar year basis as of the date of the delivery of this deed, the party of the first part covenants that it will WARRANT GENERALLY the property herein conveyed and that the same is free and clear of all liens and encumbrances.

The Grantor hereby declares that the total consideration -- paid for the property herein conveyed is $ _____.

IN WITNESS WHEREOF, DEVELOPERS, INCORPORATED has caused its corporate name to be signed and its corporate seal to be hereunto affixed by its duly authorized officer as of the day and year first hereinabove written.

DEVELOPERS INCORPORATED

By _____

(SEAL)

Its President

STATE OF WEST VIRGINIA,

COUNTY OF KANAWHA, To-wit:

I, _____, a Notary Public in and for the County and State aforesaid, do certify that Michael Thomas, who signed the attached writing, bearing date the _____ day of _____, 1978, for DEVELOPERS, INC., a corporation, has this day acknowledged the same before me in my said County to be the act and deed of said corporation.

Given under my hand this _____ day of _____, 1978.

My commission expires the _____ day of _____, 19 _____.

_____
Notary Public

This instrument prepared by:

Jackson, Miller & Turner
Suite 1000, Banker's Building
Hometown, West Virginia

MODULE 08: Client Documents

Competency Statement 07: Prepare deeds of trust

Materials Needed:

1. A deed of trust written in longhand for Learning Activity #4 and for the Criterion Evaluation.
2. A tape of a deed of trust and a tape recorder for Learning Activity #5 and for the Criterion Evaluation.
3. A deed of trust on a dictating machine and a transcribing machine for Learning Activity #6 and for the Criterion Evaluation.
4. A sample deed of trust (provided on the following pages) and specifications for composing a deed of trust for Learning Activity #7 and for the Criterion Evaluation.
5. A typewriter.
6. A tape recorder.
7. A transcribing machine.

Textbooks Needed: None

Instructor Responsibilities:

1. Check the student's work on the practice exercises in Student Handout 08/07/01. (Answers are on the following pages.)
2. Lecture on typing deeds of trust. Be sure to stress that yours is only one typing format - that each attorney will prefer a slightly different method.
3. Give a quiz on typing deeds of trust. All students must pass the quiz.
4. Provide a copy of a deed of trust written in longhand for Learning Activity #4.

5. Check the student's work on Learning Activity #4, making sure that the deed of trust is typed in the correct format with no typographical errors or corrections.

6. Provide a tape of a deed of trust and a tape recorder for Learning Activity #5.

7. Check the student's work on Learning Activity #5, making sure that the deed of trust is typed in the correct format with no typographical errors or corrections.

8. Provide a deed of trust on a dictating machine and a transcribing machine for Learning Activity #6.

9. Check the student's work on Learning Activity #6, making sure that the deed of trust is typed in the correct format with no typographical errors or corrections.

10. Provide a sample deed of trust (provided on the following pages) and specifications for composing a deed of trust for Learning Activity #7.

11. Check the student's work on Learning Activity #7, making sure that the deed of trust is typed in the correct format with no typographical errors or corrections.

12. Provide a handwritten deed of trust, a tape of a deed of trust and a tape recorder, a deed of trust on a dictating machine and a transcribing machine, and a sample deed of trust and specifications for composing the deed of trust for the Criterion Evaluation.

13. Check the student's work on the Criterion Evaluation, making sure that all deeds of trust are typed in the correct format with no typographical errors or corrections.

14. Rate the student on the Student Checklist.

ANSWERS TO STUDENT HANDOUT 08/07/01

1. A deed of trust where the property is conveyed an additional time to secure an additional debt. The first deed of trust takes precedence over the second deed of trust.

2. The date, the names of the parties, a description of the property, and the sum of money.

3. The introduction; the consideration clause; the description of the property; the specific terms of the deed of trust; the signatures of the parties; the acknowledgments of the parties, and the signature line.

4. A conveyance of property in trust for the purpose of securing a debt.

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DEED OF TRUST

— TO —

JAMES F. BROWN, III and
ROBERT E. WILLIAMS,
TRUSTEES

SECURING

West Virginia Building & Loan Association

OF CHARLESTON, W. VA.

MAIL TO:
WEST VIRGINIA BUILDING &
LOAN ASSOCIATION
450 Quarrier Street
Charleston, West Virginia 25301

The Quality Press, Inc. 250 6-78

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This Deed, made this ..... day of ....., in the year of our Lord, One Thousand Nine Hundred and....., between .....

.....

.....

part..... of the first part, hereinafter called "Grantor"; and James F. Brown, III, Charleston, Kanawha County, W. Va., and Robert E. Williams, St. Albans, Kanawha County, W. Va. Trustees, parties of the second part, hereinafter called "Trustees."

WITNESSETH:

That the said Grantor in consideration of the trusts hereinafter set forth does GRANT and CONVEY unto the said Trustees, with Covenants of general warranty and free from all liens and encumbrances, the following property, with all tenements, hereditaments and appurtenances thereunto belonging, or in any wise appertaining, and all improvements therein situate in the County of ..... and State of West Virginia.

and being the same property acquired by Grantor by deed dated ....., from

.....,

and recorded in the Office of the Clerk of said County in Deed Book ....., at page .....

IN TRUST, to secure the prompt and full payment to West Virginia Building and Loan Association, of Charleston, West Virginia, of the principal sum of .....

..... Dollars ($.....)

as evidenced by a certain promissory note of even date herewith executed by .....

and ....., and payable to the order of West Virginia Building & Loan Association in equal installments of .....

..... Dollars ($.....) per month.

All stock of said Association now owned by said Grantor, and hereafter owned by him is hereby assigned to said West Virginia Building and Loan Association as collateral security for the payment of said loan this day made to said Grantor.

All payments are to be applied as follows:

FIRST: To the payment of fines, assessments or late charges made by said Association against the said Grantor as a borrowing member, and pursuant to the Constitution and By-laws of said Association, which are hereby made part and parcel of this trust deed.

SECOND: To interest due on the unpaid balance of the debt.

THIRD: The balance of said payments to the payment of taxes, insurance premiums or other charges which may be paid by the Association for the parties of the first part or to protect its security in the property.

FOURTH: The remainder to be credited on the principal debt.

The West Virginia Building and Loan Association, of Charleston, West Virginia, is the beneficial owner of said note.

And the said Grantors covenant, agree and promise as follows:

That they will, during the continuance of this trust pay all taxes, charges and assessments that may be imposed upon said parcel of land herein conveyed or any part thereof within sixty days after the same becomes due and payable and present the receipted bills at the office of said Association as required by said constitution and by-laws; and in case the Grantors fail to pay such taxes, charges and assessments, as hereinbefore provided, then the Association shall have the right to pay the same and collect the amount so paid from the said Grantors, with interest upon the several sums paid from the time or times of payment and the sums so paid shall be added to the loan hereby secured.

That the Grantors will during the continuance of this trust keep the buildings now on the said property herein conveyed or that may hereafter be erected thereon, during the continuance of this trust, in good repair and insured against loss or damage by fire, windstorm and other specified hazards in amounts and through insurance companies acceptable to the holder of said note, with loss payable clause in favor of the West Virginia Building and Loan Association, as its interest may appear; and that Grantors pay the premium or premiums upon such insurance as the same becomes due and payable. In case Grantors should fail to keep the building insured and/or to pay such premium or premiums upon such insurance, then the said West Virginia Building and Loan Association shall have the right to cause said buildings to be insured and to pay such premiums and to collect the amount so paid from the said Grantors, with interest from time of payment until so collected and this deed of trust shall be and remain security for payment of the same. The policy or policies of insurance shall be deposited with the secretary of said Association but nothing in this deed of trust contained, shall under any circumstances be construed as imposing any obligation or duty upon said Association or any of its officers to pay such taxes or assessments, or to insure or keep said buildings insured or to pay said premiums, the keeping of said buildings insured and the payment of all these amounts, or either or any part of them being optional with said Association and its officers.

That if any action or proceeding be commenced by any person other than the said trustees of said Association, to which action or proceeding the said trustees or said Association is made a party or in which it becomes necessary to defend or uphold the lien of this deed of trust, all sums paid by the trustees or said Association for expenses of any such litigation to prosecute or defend the rights and lien created by this deed of trust, including reasonable counsel fees shall be paid by the said Grantors, together with legal interest thereon, and any such sum and interest shall be a lien on said property herein conveyed, prior to any right, title or interest in or claim upon said property attaching or accruing subsequent to the lien of this deed of trust and shall be added to the principal amount intended to be secured by this deed of trust.

Said Grantors covenant, agree and promise that they will not sell, transfer or convey during the continuance of this trust, their interest in the property herein conveyed, without the consent in writing of said Association. And in case said parties of the first part shall transfer their interest in said property without the consent in writing of said Association, then at the option of said Association, the entire indebtedness secured by said property shall be and become due and payable at once and said Association may order the deed of trust foreclosed after giving the purchasers of said interest ten days notice in writing of its intention so to do.

That if Grantors, at any time during the continuance of this trust, vacate or abandon the said property herein conveyed, the said trustees or either of them shall have the right to take possession of the said property and preserve and protect it and with the consent of said Association may rent the said premises and apply the rent on the loan until such time as a sale is made or until all indebtedness to said Association has been fully paid and satisfied.

It is hereby agreed that at any time after property hereby conveyed shall have been advertised for sale, but before such sale shall have been made, the borrower shall have the right, upon paying all sums in arrears and secured by this deed of trust, including $50.00 to the Trustees in lieu of their commission, and all costs and expenses incurred in advertising said property, to have such sale discontinued.

In case of default by the said Grantors for thirty (30) days in the payment of the monthly amount required to be paid on said loan, or any part thereof, or of any fines that may accrue; or in case the said Grantors shall fail to insure the property hereby conveyed in the manner aforesaid and to pay the premium or premiums thereon in the manner aforesaid; then and in that event or in either event, the said Trustees or either of them and their successors or either of them when required so to do by the said Association shall enter upon and take possession of the hereby granted property and shall sell the same or so much thereof as the Board of Directors of said Association may deem necessary, at public auction to the highest

bidder for cash, and they shall apply the proceeds derived from said sale first to the expense of executing this trust including a trustees' commission of five per centum (5%) based on the gross proceeds of the sale and all proper costs, charges and expenses, including attorney's fees made necessary to convey good title, taxes and insurance premiums due at the time of the sale, then to the payment of said note and accrued interest thereon, and the balance, if any, to the party or parties entitled by law thereto.

Failure to make sale because of failure to make any of above payments, shall not be deemed a waiver of the right to do so for any other or subsequent default.

At any sale hereunder, the Trustees shall have authority, at their discretion to require any bidder to make a deposit with him of any amount not exceeding ten per cent of his bid, prior to receiving his bid, which shall be refunded to the bidder unless the property is sold to him, in which case it shall be held by the Trustees to cover costs of sale if he does not comply with his bid, or to be credited on his purchase price.

It is hereby stipulated that in executing this trust either one or both the Trustees for the time being may act, and in case only one shall act such Trustee shall have as ample powers in the premises as are hereby conferred upon both, and the said Trustee, or the one so acting may act by agent, representative or Attorney, and sale may be adjourned from time to time without other notice than oral proclamation at the time and place appointed for selling.

The beneficiary hereunder or its successor shall have the right to direct either one or both of said Trustees to act in making sale under this trust deed, and the fact that either one or both of said Trustees did act in making sale and conveying the property, shall be conclusive evidence as to their authority to so act. Any deed conveying the property to the highest bidder, shall be made by the Trustee active in making the sale and the other Trustee shall not be required to join in said conveyance, and said conveyance shall transfer to the purchaser both the legal and equitable title, and the Trustee not active in making the sale shall not be liable for any default on the part of the acting Trustee.

Any sale made under this deed of trust shall be on notice given by advertisement in accordance with the laws of the State of West Virginia relative to sales under deeds of trust except that no personal service or other notice shall be required, and the said grantor hereby waives the right to any other notice and also waives the right to notice of sale after sale is made.

In this instrument the singular shall include the plural, and the masculine shall include the feminine and neuter. All rights and obligations under this Deed of Trust shall extend to and be binding upon the respective heirs, executors, administrators, successors and assigns of both the Grantor and the Association.

The printed portion of this instrument was prepared by the West Virginia Building and Loan Association, and the typewritten parts by _____.

WITNESS the following signatures and seals:

_____ (SEAL)

_____ (SEAL)

STATE OF WEST VIRGINIA.
COUNTY OF _____ } TO-WIT:

I, _____, a Notary Public in and for the County of _____ and State aforesaid, do certify that _____

_____

whose name _____ signed to the foregoing writing, bearing date on the _____ day of _____, in the year one thousand nine hundred and _____ has _____ this day acknowledged the same before me in my said County.

My commission expires _____

Given under my hand this _____ day of _____ in the year one thousand nine hundred and _____.

_____

_____

MODULE 08: Client Documents

Competency Statement 08: Prepare promissory notes

Materials Needed:

1. A promissory note written in longhand for Learning Activity #4 and for the Criterion Evaluation.
2. A tape of a promissory note and a tape recorder for Learning Activity #5 and for the Criterion Evaluation.
3. A promissory note on a dictating machine and a transcribing machine for Learning Activity #6 and for the Criterion Evaluation.
4. A sample promissory note and specifications for composing a promissory note for Learning Activity #7 and for the Criterion Evaluation.
5. A typewriter.
6. A tape recorder.
7. A transcribing machine.

Textbooks Needed: None

Instructor Responsibilities:

1. Check the student's work on the practice exercises in Student Handout 08/08/01. (Answers are on the following pages.)
2. Lecture on typing promissory notes. Be sure to stress that yours is only one method and that each attorney will prefer a slightly different format.
3. Give a quiz on typing promissory notes. All students must pass the quiz.
4. Provide a handwritten promissory note for Learning Activity #4.

5. Check the student's work on Learning Activity #4. Make sure that the promissory note is in the correct format with no typographical errors or corrections.

6. Provide a tape of a promissory note and a tape recorder for Learning Activity #5.

7. Check the student's work on Learning Activity #5. Make sure that the promissory note is in the correct format with no typographical errors or corrections.

8. Provide a promissory note on a dictating machine and a transcribing machine for Learning Activity #6.

9. Check the student's work on Learning Activity #6. Make sure that the promissory note is in the correct format and that there are no typographical errors or corrections.

10. Provide a sample promissory note and specifications for composing a promissory note for Learning Activity #7.

11. Check the student's work on Learning Activity #7. Make sure that the promissory note is in the correct format and that there are no typographical errors or corrections.

12. Provide a handwritten promissory note, a tape of a promissory note and a tape recorder, a promissory note on a dictating machine and a transcribing machine and a sample promissory note and specifications for composing a promissory note for the Criterion Evaluation.

13. Check the student's work on the Criterion Evaluation. Make sure that the promissory note is in the correct format and that there are no typographical errors or corrections.

14. Rate the student on the Student Checklist.

Charleston, West Virginia
September 30, 1978
$250.00

For value received, November 30, the undersigned, hereinafter referred to as "Borrower," promises to pay to the order of Stephen Thomas Lee the principal sum of Two Hundred and Fifty and no/100 without offset, with no interest, payable at the Eastern Panhandle National Bank in Martinsburg, West Virginia,

In the event of default in the paumnet or if Borrower or any endorser, surety or guarantor of this obligation dies or is dissolved or becomes insolvent or makes an assignment for the benefit of creditors, or files a voluntary petition of bankruptcy or if a petition in bankruptcy shall be filed against Borrower or any endorser, surety or guarantor, or if a receiver shall be appointed of the property or assets or any part thereof, of Borrower or surety or guarantor, then the unpaid principal of this noteshall at the option of the holder become immediately due and payable.

Each party to this note, whether Maker, Co-maker, Endorser, Guarantor, Surety or otherwise: (1) Waives the presentment, notice of any dishonor and protest of any dishonor; (2) Agrees that extension(s) of time of payment may be granted to any party to this note without releasing the liability of any other party; (3) Agrees that the release of any party to this note will not operate to discharge any other party hereto except to the extent of actual payment; and (4) authorizes the signature of additional makers, endorsers, guarantor, sureties or other parties, with or

without notice, without affecting the joint and several obligation of any party hereto.

Borrower agrees that the holder hereof shall have the right to offset at any time the monies owing by the holder to Borrower against the obligation obligation evidenced by this note.

_____
Borrower

MODULE 08: Client Documents

Competency Statement 09: Prepare chattel mortgages

Materials Needed:

1. A chattel mortgage written in longhand.
2. A tape of a chattel mortgage and tape recorder.
3. A chattel mortgage on a dictating machine and transcribing machine.
4. A sample chattel mortgage.
5. A typewriter.

Textbooks Needed: None

Instructor Responsibilities:

1. Conduct lecture on typing chattel mortgages.
2. Provide handwritten chattel mortgage.
3. Record chattel mortgage on dictating machine.

ANSWERS TO STUDENT HANDOUT 08/09/01.

1. A chattel is an article of personal property.
2. A chattel mortgage is a conveyance of personal property.
3. A chattel mortgage is for the purpose of securing a debt.

MODULE 08: Client Documents

Competency Statement 10: Prepare articles of incorporation.

Materials Needed:

1. Applications for:

   Reservation of name

   Certificate of authority to transact business

2. Copy of Articles of Incorporation.

3. A typewriter.

Textbooks Needed: None

Instructor Responsibilities:

1. Provide students with employer's instruction for Articles of Incorporation.

STATE OF WEST VIRGINIA

SECRETARY OF STATE

APPLICATION FOR RESERVATION OF NAME

The undersigned applies, pursuant to the provisions of $31-1-12 of the Code of West Virginia, to reserve the following corporation name:

_____

for a period of one hundred twenty (120) days.

PLEASE CHECK ONE -

____ Intention of organizing as a West Virginia corporation

____ Intention of qualifying as a foreign corporation in the State of West Virginia

____ Intention of changing present corporate name

_____
Applicant

_____
Address

By: _____

INSTRUCTION

The application must be executed and presented in DUPLICATE.

TO THE APPLICANT -

____ The Secretary of State finds that the name applied for ____ reserved for the exclusive use of the applicant for a period of 120 days from this ____ day of _____, 19 ____.

____ The Secretary of State finds that the name applied for ____ is NOT available, and the application is accordingly denied.

SECRETARY OF STATE

By: _____

NOTE: Corporate name, so reserved, may be transferred to any other person or corporation by filing with the Secretary of State a Notice of Transfer executed by the applicant for whom the name was reserved, specifying name and address of the transferree.

Form 125

IV. Provisions granting preemptive rights are:

V. Provisions for the regulation of the internal affairs of the corporation are:

VI. The amount of the total authorized capital stock of said corporation shall be _____ _____ dollars, which shall be divided into _____ shares of the par value of _____ dollars each

FORM 101

Articles filed in Duplicate Originals

Charter Fee: $10.00

License Tax: _____

Filed in the Office of
Secretary of State of West Virginia
this date _____

ARTICLES OF INCORPORATION

of

_____

The undersigned, acting as incorporator(s) of a corporation under Section 27, Article 1, Chapter 31 of the Code of West Virginia, 1931, as amended, adopts the following Articles of Incorporation for such corporation:

I. The undersigned agree to become a corporation by the name of _____

_____

(The name of the corporation shall contain one of the words "corporation", "company", "incorporated", "limited", or shall contain an abbreviation of one of such words.)

II. The address of the principal office of said corporation will be located at _____

_____ street, in the city, town or village of

_____, County of _____, State of West Virginia.

ZIP _____

IF either the principal office or the principal place of business of said corporation is NOT located in the the State of West Virginia, give address of the exact location.

_____

III. The purpose or purposes for which corporation is formed are as follows:

(Please type double space. If not sufficient space to cover this point, add one or more sheets of this size.)

IMPORTANT—

EXECUTED DUPLICATE ORIGINALS of this application must be filed, together with two copies of the Articles of Incorporation and all Amendments thereto, or a proper Restatement thereto, **duly certified** by the proper officer of the state or country under the laws of which it is incorporated, **AND** a Statement or Certificate, **in duplicate,** from such officer that the corporation is in good standing with the state or country under the laws of which it is incorporated, shall be delivered to the Secretary of State.

Notes: 1. If the name of the corporation does not contain the word "corporation," "company," "incorporated," or "limited," or an abbreviation of one of such words, insert the name of the corporation with the word or abbreviation which it elects to add thereto for use in this state.

2. Give exact corporate name of corporation making application.

3. Signatures and titles of officers signing for the corporation — any two or more offices may be held by the same person, except the offices of president and secretary. Code 31-1-104.

4. No corporation shall be qualified in this State under any name which includes the word "engineer," "engineers," "engineering" or any combination of same unless the purpose of the corporation is to practice professional engineering, and one or more of the incorporators is a registered professional engineer. Code 31-1-11.

5. "Stated capital" means, at any particular time the sum of (1) the par value of all shares of a corporation having a par value that have been issued, (2) the amount of the consideration received by a business corporation for all shares of such corporation without par value that have been issued, except such part of the consideration therefor as may have been allocated to capital surplus in a manner permitted by law, and (3) such amounts not included in clauses (1) and (2) as have been transferred to stated capital of such corporation, whether upon the issue of shares as a share dividend or otherwise, minus all reductions from such sums as have been effected in a manner permitted by law, **Irrespective of the manner of designation thereof by the laws under which a foreign corporation is organized, the stated capital of a foreign corporation shall be determined on the same basis and in the same manner as the stated capital of a domestic corporation, for the purpose of computing fees, franchise taxes and other charges prescribed by law.**

SEE ATTACHED FEE SCHEDULE

The amount of stated capital is $_____.

(See definition of "stated capital" in Notes.)

An estimate of the value of all property to be owned by the corporation for the following year, wherever located, is $_____.

An estimate of the value of its property to be located within West Virginia during such year is $_____.

An estimate of the gross amount of business to be transacted by the corporation during such year is $_____.

An estimate of the gross amount of business to be transacted by the corporation at or from places of business in West Virginia during such year is $_____.

The number of acres of land it desires to hold in West Virginia is _____ acres.

Dated _____, 19____.

_____
Name of Corporation

By _____
Its President or Vice President

and _____
Its Secretary or Asst. Secretary

STATE OF _____
ss:
COUNTY OF _____

I, _____, a Notary Public do hereby certify that on this _____ day of _____, 19____, personally appeared before me _____, who, being by me first duly sworn declared that he/she is the _____ of _____, that he/she signed the foregoing document as _____ of the corporation, and that the statements therein contained are true.

_____
Notary Public

(NOTARIAL SEAL)

My Commission expires: _____

The names and addresses of directors and officers are:

NAME	OFFICE	ADDRESS

The aggregate number of shares which it has authority to issue, itemized by classes, par value of shares, shares without par value, and series, if any, within a class, is:

Number of Shares	Class	Series	Par Value per share or statement that shares are without Par Value

The aggregate number of its issued shares, itemized by classes, par value of shares, shares without par value, and series, if any, within a class, is:

Number of Shares	Class	Series	Par Value per share or statement that shares are without Par Value

FORM 117

Filed in the Office of
Secretary of State of West Virginia,

this date: _____

APPLICATION FOR
CERTIFICATE OF AUTHORITY
OF

_____

To the Secretary of State
of the State of West Virginia:

Pursuant to the provisions of Sections 33 and 34, Article 1, Chapter 31 of the Code of West Virginia, the undersigned corporation hereby applies for a Certificate of Authority to transact business in West Virginia, and for that purpose submits the following statement:

The name of the corporation is: _____

_____.

The name which it elects to use in West Virginia is: _____

_____.

It is incorporated under the laws of _____.

Date of its incorporation is: _____,

and the period of its duration is: _____.

The address of its principal office in the State under the laws of which it is incorporated is:

_____.

The address of the proposed office in West Virginia is: _____,

in the county of _____, State of West Virginia.

The name and address of the appointed person to whom notice or process may be sent is:

_____.

The purpose or purposes which it proposes to pursue in the transaction of business in West Virginia are: _____

_____

_____

_____

_____

STATE OF _____)
)
COUNTY OF _____)

I _____, a Notary Public, in and for the county and state aforesaid, hereby certify that

whose name(s) are signed to the foregoing Articles of Incorporation, (names of all incorporator(s) as shown in Article VII must be inserted in this space by official taking acknowledgement)

bearing date, _____ day of _____, 19 _____, this day personally appeared before me in my said county and severally acknowledged their signature(s) to be the same

Given under my hand and the official seal this _____ day of _____, 19 _____.

_____
Notary Public

(NOTARIAL SEAL)

My Commission expires: _____

Xerox copies of Signature of Notary Public are not acceptable.

Articles of Incorporation
prepared by: (Name and Address)

VII. The full names and addresses of the incorporator(s), including street and street numbers, if any, and the city, town or village, including ZIP number, the number of shares subscribed for by each are as follows:

NAME	ADDRESS	NO. OF SHARES (Optional)

VII. The existence of this corporation is to be perpetual.

_____

_____

_____

IX. The name and address of the appointed person to whom notice or process may be sent:

_____

_____

_____

X. The number of directors constituting the initial board of directors of the corporation is _____, and the names and addresses of the persons who are to serve as directors until the first annual meeting of shareholders or until their successors are elected and shall qualify.

NAME	ADDRESS

I WE, the undersigned, for the purpose of forming a corporation under the laws of the State of West Virginia, do make and file this Articles of Incorporation, and I we have accordingly hereunto set our respective hands this _____ day of _____, 19 _____

(All incorporators must sign below. Names and signatures must appear the same throughout the Articles of Incorporation.) Xerox copies of Signatures are not acceptable.

MODULE 08: Client Documents

Competency Statement 11: Prepare corporation minute books

Materials Needed:

1 Set of minutes

Textbooks Needed: None

Instructor Responsibilities:

1. Lecture students on preparing corporation minute books.
2. Prepare set of minutes for students to type in Learning Activity #3 and Criterion Evaluation.

MODULE 08: Client Documents

Competency Statement 12: Prepare stock certificates

Materials Needed:

1. Blank stock certificate
2. A typewriter

Textbooks Needed: None

Instructor Responsibilities:

1. Provide students with information needed to prepare stock certificate.

MODULE 08: Client Documents

Competency Statement 13: Prepare wills

Materials Needed:

1. A handwritten will
2. A tape of a will
3. A will on a dictating machine and transcribing machine.
4. Instructions for a will to be prepared from a form file.
5. Sample will

Textbooks Needed: None

Instructor Responsibilities:

1. Conduct lecture on typing wills.
2. Quiz students on lecture.
3. Prepare copy of handwritten will for Learning Activity #4 and Criterion Evaluation.
4. Tape will on recorder for Learning Activity #5 and Criterion Evaluation.
5. Put will on dictating machine for Learning Activity #6 and Criterion Evaluation.
6. Prepare set of instructions on a will for Learning Activity #7 and Criterion Evaluation.

ANSWERS TO STUDENT HANDOUT 08/13/01

1. Will which is entirely written, dated and signed by the hand of the testator or testatrix.

2. Clause stating that any wills, codicils, or testamentary papers made before are invalid.

3. Mutual wills are separate of two persons which favor each other. Joint will is one instrument of two or more persons usually to dispose of joint property.

4. 1) Must be made by a person of legal age.
   2) Must be properly executed conforming with statutory requirements.
   3) Must be signed and witnessed by the proper number of witnesses with names and addresses affixed.
   4) Must be published and declared as the Last Will and Testament.

5. The person who will handle the disposition of the estate.

6. Person making the will.

7. Will made conditional upon the occurrence of a specified event.

8. The position of a will in which the testator or testatrix describes how the estate is to be disposed of.

9. Oral will valid in military action on the field of battle.

ANSWERS TO STUDENT HANDOUT 08/13/01 - Page 2

10. Clause in the will which declares that the testator or testatrix declares that he or she is of sound mind and body.

CONFORMED

LAST WILL AND TESTAMENT

OF

PAUL DAVID JONES

I, PAUL DAVID JONES, of Charleston, Kanawha County, West Virginia, being of sound mind and disposing memory, do hereby make, publish, and declare this to be my Last Will and Testament, hereby revoking all wills, codicils, and testamentary papers by me heretofore made.

ARTICLE FIRST: I direct my Executrix, hereinafter named, to pay out of my estate passing under ARTICLE FOURTH of this, my Last Will and Testament, all of my just debts, funeral expenses, expenses of administration of my estate and all estate taxes, inheritance taxes and other death taxes, whether attributable to property passing under this, my Last Will and Testament, or otherwise, without contribution or reimbursement from any person and regardless of any statute now or hereafter effective, providing an appointment of such tax or taxes.

ARTICLE SECOND: I hereby nominate, constitute, and appoint my wife, Lynn Hamilton Jones, of Charleston, West Virginia, as Executrix of this, my Last Will and Testament. Should my wife predecease me, refuse to serve, or for any reason be unable to serve as Executrix of this, my Last Will and Testament, I hereby nominate, constitute, and appoint my daughter, Teresa Jones Parton, of Eleanor, West Virginia, as alternate Executrix of this, my Last Will and Testament. I direct that my Executrix shall not be required to give bond or other security of any kind in order to qualify and serve under this, my Last Will and Testament.

ARTICLE THIRD: Should I die leaving minor children, I hereby nominate, constitute, and appoint my wife, Lynn Hamilton

Jones, as guardian of said minor children. Should Lynn Hamilton Jones predecease me, or die before all of my children reach majority, I hereby nominate, constitute, and appoint my daughter, Teresa Jones Parton, of Eleanor, West Virginia, as guardian of said minor children.

ARTICLE FOURTH: I hereby devise and bequeath all the rest, residue, and remainder of my property and estate, real, personal, or mixed, whatsoever and wheresoever situated, to my wife, Lynn Hamilton Jones, of Charleston, West Virginia, if she survives me for a period of thirty (30) days. In the event that my said wife does not survive me for a period of thirty (30) days, then I hereby devise and bequeath all the rest, residue, and remainder of my property and estate to my daughter, Teresa Jones Parton, and any other child or children born unto my said wife and me, in equal shares, share and share alike, per stirpes and not per capita.

ARTICLE FIFTH: In the event that my wife and I shall perish in a common disaster, or under such circumstances where it is uncertain which of us survived the other, then, for purposes of this my Last Will and Testament, it shall be presumed that my said wife shall have survived me.

IN WITNESS WHEREOF, I hereunto set my hand and seal on this 21st day of June, 1978.

/s/ Paul David Jones (SEAL)
Paul David Jones

Signed, sealed, published and declared by the Testator, Paul David Jones, as and for his Last Will and Testament in our presence, and we, at his request, in his presence, and in the presence of each other have hereunto subscribed our names as witnesses thereto and affixed our seals the day and year first above written.

/s/ Mark L. Pauley (SEAL)

/s/ Joyce N. Wilson (SEAL)

/s/ Lisa M. Smith (SEAL)

STATE OF WEST VIRGINIA,
COUNTY OF KANAWHA, To-wit:

Mark L. Pauley, Joyce N. Wilson, and Lisa M. Smith, being first duly sworn, depose and say: That they are subscribing witnesses to the Last Will and Testament of Paul David Jones, Testator, of Charleston, Kanawha County, West Virginia, dated the 19th day of June, 1978, that on the said date the said Paul David Jones, Testator therein, signed, sealed, published, and declared the same as and for his Last Will and Testament in the presence of affiants, and that affiants in the presence of each other and in the presence of said Testator and at the request of said Testator signed their names as attesting witnesses to the said Will.

Affiants further say that this affidavit is made at the request of the said Paul David Jones, Testator in said Will, and that the said Paul David Jones, at the time said Will was executed was, in the opinion of affiants, of sound mind and disposing memory.

/s/ Mark L. Pauley

/s/ Joyce N. Wilson

/s/ Lisa M. Smith

Taken, subscribed, and sworn to before me by the said Mark L. Pauley, Joyce N. Wilson, and Lisa M. Smith, this 19th day of June, 1978.

My commission expires the 10th day of August, 1988.

/s/ Myron P. Hodges
Notary Public.

MODULE 08: Client Documents

Competency Statement 14: Prepare codicils

Materials Needed:

1. Handwritten codicil.
2. A tape of a codicil.
3. A codicil on a dictating machine.
4. Employer's instructions on a codicil.
5. A typewriter.

Textbooks Needed: None

Instructors Responsibilities:

1. Conduct lecture on typing codicils.
2. Quiz students on lecture.
3. Prepare handwritten codicil for Learning Activity #4 and the Criterion Evaluation.
4. Prepare tape of a codicil for Learning Activity #5 and the Criterion Evaluation.
5. Put tape of codicil on dictating machine for Learning Activity #6 and the Criterion Evaluation.
6. Prepare set of instructions on a codicil for Learning Activity #7 and the Criterion Evaluation.

ANSWERS TO STUDENT HANDOUT 08/14/01

1. False

2. True

3. False

CODICIL

This codicil to my will dated April 29, 1976, in which I devised to give my antique roll-top desk to my daughter, Suzanne, renders that section of that will void.

I have decided that Suzanne, because of her behavior in recent years, does not deserve the desk, and I now wish to give it to my grandson, Thomas Mark Spradling.

Mary Travers Wilson

August 19, 1978.

MODULE 08: Client Documents

Competency Statement 15: Prepare a certificate of title

Materials Needed:

1. Certificate of title written in longhand.
2. Employer's instructions on a certificate of title.
3. Sample of certificate of title.
4. A typewriter.

Textbooks Needed: None

Instructors Responsibilities:

1. Lecture students on typing certificates of title.
2. Quiz students on lecture.
3. Prepare certificate of title in longhand.
4. Prepare employer's instructions on a certificate of title.

ANSWERS TO STUDENT HANDOUT 08/15/01

1. False

2. True

3. False

4. True

5. True

JARNDYCE & JARNDYCE

Tom Jarndyce
Uriah Heep

Conveyancers and Solicitors
Lincoln's Inn Hall

London,
West Virginia

Serjeant's Inn Faith & Trust Co. Ltd.
Serjeant's Inn
London, West Virginia 25134

Re: Borrowers: Richard Carstone and Ada Carstone, husband and wife

Property: Lot, tract or parcel of real estate known as Bleak House lying and being in Lincolnshire, West Virginia

Amount of Loan: $_____

Gentlemen:

With regard to the above-mentioned parcel of real estate, which has been taken as security on that certain deed of trust, dated the 12th day of September, 1978, executed by Richard Carstone and Ada Carstone, husband and wife, to Joshua Smallweed and William Guppy, as Trustees, to secure Serjeant's Inn Faith & Trust Co. Ltd., in the original amount of $_____, this is to advise that we have examined the land records and indices in the Office of the Clerk of the County Court of Lincolnshire West Virginia, for the period from February 7, 1912, to the 12th day of September, 1978, at 12:00 noon, and the _____ day of _____, 1978, at _____ m., the time of the recordation of the aforesaid deed of trust, and according to the records of that period, subject to the accuracy of said records and the indexes thereto, the above said deed of trust constitutes a first and paramount lien against the said real estate, subject to the following:

1. Real estate taxes which may hereinafter be assessed.

2. All utility easements of record.

3. This certificate of title is subject to any federal tax liens which may have been assessed against the current owners of the property, Miss Esther Summerson, but shall have not, as of the day and time of this certificate, been recorded in the Office of the Clerk of the County Court of Lincolnshire West Virginia.

4. By Deed of Trust dated the 17th day of June, 1952, Miss Esther Summerson, single, conveyed the subject real estate to Prince Turveydrop, as Trustee, to secure Gray's Inn Guaranty Company in the repayment of a promissory note in the amount $35,000.00, which Deed of Trust is of record in the aforesaid Clerk's office in Deed of Trust Book 315, at page 427, which Deed of Trust until released will be paramount to all other liens and deeds of trust which may hereafter be found of record or be recorded.

5. By Deed of Trust dated the 22nd day of December, 1956, Miss Esther Summerson, single, conveyed the subject real estate to Sir Leichester Dedlock, as Trustee, to secure Inner Temple Insurance Company in the repayment of a promissory note in the principal amount of $6600.00, which Deed of Trust is of record in the aforesaid Clerk's office in Deed of Trust Book 383, at page 318, which Deed of Trust until released will constitute a lien paramount to all other liens and deeds of trust which may thereafter be found of record or be recorded.

6. A judgement rendered on the 9th day of June, 1970, in the High Court of Chancery, in favor of Peffer and Snagsby, and against Esther Summerson, in the principal amount of $1982.00, with interest thereon from that date until paid, which judgement may be found of record in Judgement Lien Docket 39, at page 53, in the aforesaid Clerk's office, and which Judgement Lien, until released of record will constitute a lien paramount to all other liens and deeds of trust which may thereafter be found of record or be recorded.

7. The real estate is subject to a set of covenants and restrictions which are of a standard nature and will not affect the lien on the real estate.

The taxes are assessed in the name of Esther Summerson, and the real estate is listed in the tax records of Leicester Square District, Lincolnshire West Virginia, as Bleak House, Cursitor Street. Taxes for the 1978 tax year are in the amount of $5.70 per half year, and these taxes are presently due but not yet payable in the Office of the Sheriff of Lincolnshire.

This title certificate is subject to the correctness of the indices to the records in the Office of the Clerk of the County Court of Lincolnshire West Virginia, and makes no allowance for surveys or what would be disclosed by a prudent and open view of the premises, including rights of way, easements over and above the subject real estate.

This certificate of title is for the exclusive use and benefit of Serjeant's Inn Faith & Trust Co. Ltd.

Given under our hands this _____day of _____, 1978.

JARNDYCE & JARNDYCE

By _____

CD